

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title: Human Resources Admin Assistant – Part time

Responsible to: The Human Resources Manager

Accountable to: The Chief Executive

Key working relationships:

- HR Manager
- Director of Clinical Services
- Director of Nursing Services
- General Manager
- Heads of Departments
- All staff

Hours of Work: Up to a maximum of 15 per week

1. OVERALL OBJECTIVE OF JOB ROLE

The HR Admin Assistant will be responsible for the administration of the HR department and work closely with the HR Manager, assisting with telephone/walk-in enquiries, correspondence and maintaining the filing system. The job-holder will assist the development of the HR function of the organisation to increase efficiency and facilitate change to meet regulatory requirements.

2. MAIN DUTIES AND RESPONSIBILITIES

- 1 Administration associated with enquiries, starters & leavers including arranging & preparing interviews.
- 2 Checking the reminders on the staff database, action professional registration checks, due/overdue appraisals and DBS applications & renewals, plus any other reminders as required. Update personnel files and the database accordingly, re-setting reminders
- 3 Efficient running of H.R. office by ensuring all H.R. documents which are used on a regular basis are photocopied and available as required.
- 4 Record COVID testing & results, vaccinations and booster doses.
- 5 Checking agency staff invoice, against the rota before passing to Accounts for payment.
- 6 Allocation and regular audit of staff locker keys, ensuring H.R. holds a spare key for all lockers.
- 7 Maintain staff accommodation register including allocating rooms to staff and guests, dealing with all resident's paperwork and payments and maintain a record of rooms available for use.
- 8 Maintain personnel files in good order and removal & destruction of folders.
- 9 Participate in regular supervision sessions with HR Manager or HR Officer.

All work in both areas must be undertaken to the highest standards of discretion & confidentiality

3. PROFESSIONAL DEVELOPMENT

Be committed to further development of own H.R. skills and knowledge actively seeking learning opportunities as appropriate.

Ensure mandatory training is up to date and attend relevant in-house training sessions.

4. GENERAL

Maintain the principles of the General Data Protection Regulation both within and outside of the hospital environment.

Receive and direct visitors and deal with telephone enquiries in a helpful and friendly manner, taking relevant effective action.

Reading and being familiar with Holy Cross Hospital policies and procedures

Any other reasonable duties consistent with grade and responsibility.

5. HEALTH AND SAFETY

Work at all times within the scope of the Health and Safety at Work Act of 1974 and the hospital policy for reporting of accidents, incidents, hazards and risk management.

The health and safety of all employees is of great importance. The HR admin assistant will carry out all duties with an awareness and understanding of the Health and Safety Policy. Participation in routine departmental health and safety checks will be required and arrangements may be made for training, possibly outside normal working hours.

The work of the HR admin assistant will include use of a Visual Display Unit (VDU) and specific safety rules apply to this. Any concerns relating to health and safety should be reported to the Chief Executive or the General Manager/Competent Person.

Take an active role in the prevention and control of infection.

This job description represents an outline of the main components of the job and is not intended to be exhaustive. It may, with consultation be subject to additions and amendment as the need arises.

In addition to the duties and responsibilities listed the post holder is required to perform other duties as might reasonably be required.

This job description has been agreed between the post holder and the person to whom he/she is accountable.

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Post holder

.....
Print name

.....
Date

.....
Human Resources Manager

.....
Print name

.....
Date

PERSON SPECIFICATION AND COMPETENCY PROFILE

H.R. ASSISTANT

Qualifications and Knowledge Required	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
Proven use of Microsoft Word, Excel, Access & Outlook	RSA or equivalent typing/word processing
Excellent numerical skills	GCSE Mathematics
Knowledge of general office procedures, filing, use of office equipment	
Knowledge of, or willingness to learn personnel policies and procedures and comply with best practice in this field.	

Skills and Experience Required	
<i>Essential Requirements</i>	<i>Desirable Requirements</i>
Excellent verbal & written skills with the ability to communicate service related information clearly to staff at all levels, both in person, by email and on the telephone	
Good administrative and organisational skills, with a particular emphasis on attention to detail.	

Key Competency Areas
1. Good Organisational and prioritization skills
2. Accountability – able to take responsibility for own actions
3. Openness – shares information and good practice appropriately
4. Relationship building / teamwork – treats others with courtesy and respect at all times and promotes good team-working
5. Initiative – able to work on own initiative
6. Required to be flexible - hours maybe temporarily adjusted to fit in with service provision, holiday or sick leave.
7. Ability to maintain professional boundaries at all times