

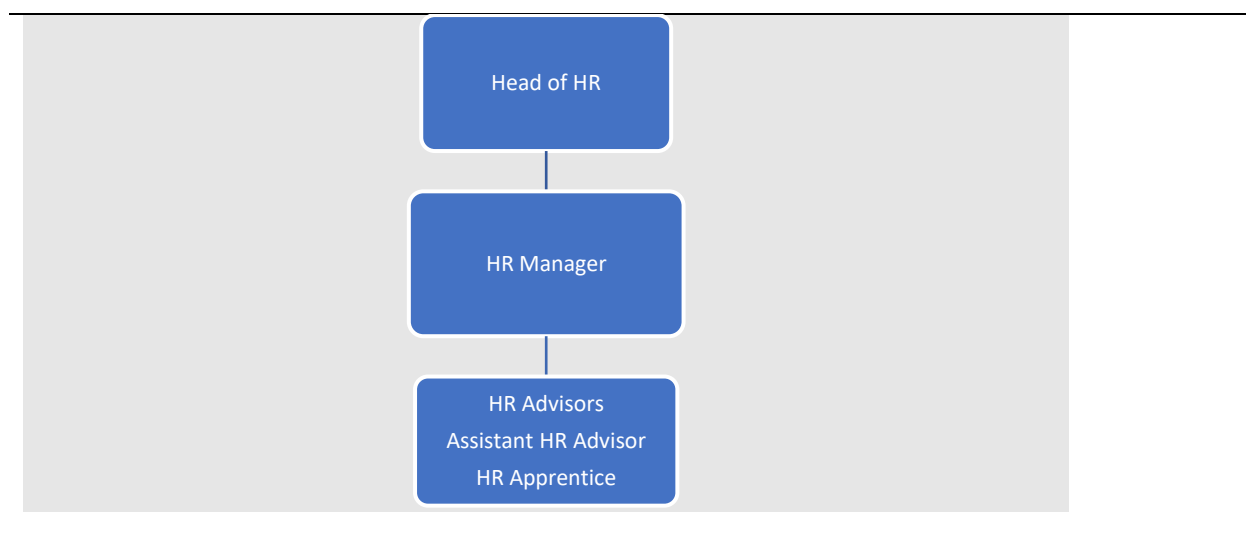
JOB DESCRIPTION

Job Title:	Assistant HR Advisor		
Directorate:	Resources	Salary:	£27,803 to £33,024 plus £689 London Weighting
Section:	HR/OD	Grade:	BG-H (SCP 15 – 24)
Location:	Time Square, Bracknell	Work Style:	Flexible

Key Objectives of the role

- Working with the HR team to provide a professional HR service across the Council.
- Supporting managers on non-complex HR queries in line with established policy and procedure guidance.
- Undertaking activities to support employees and managers.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To act as the first point of contact for general HR queries received into the HR drop-box or phone enquiries, identifying which can be actioned by the Assistant HRA and which need signposting to other members of the HR team .
- Actioning requests for amendments to contracts, including updating payroll.

- To respond to queries from employees on the Council's benefits portfolio which includes cycle to work scheme, buying and selling annual leave, shopping vouchers, Denplan. Ensuring all internal communications and web pages are kept up to date, monitoring usage and where required liaising with the finance teams.
- Making Occupational Health referrals as required.
- Analysing and reporting on HR data.
- Responsibility for the employee probation process.
- Reviewing monthly reports of forthcoming changes to employee's terms and conditions of employment, escalating to managers if required and actioning as appropriate.
- To be the first point of contact for all family leave queries received by the HR team, such as maternity, paternity, shared parental leave and providing guidance to managers and employees on the policy and procedures which apply.
- Collating and Contributing to Freedom of Information and Subject Access Requests.
- Supporting the HR Advisors with delivery of the HR briefing sessions to managers, progressing to taking responsibility for some of these sessions with support and any relevant training
- Deliver the Managers Induction session on a rota basis, outlining useful information for new managers such as: terms and conditions, pay scales, flexitime.
- Carrying out employee exit interviews.
- To undertake less complex casework with support provided if required.
- Horizon scanning and keeping up to date with legislation changes impacting on the HR policy and procedures.
- Project work as and when required.

It should be noted that the above list of main duties and responsibilities is not necessary a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

The Assistant HR Advisor plays a key role within the Human Resources team with collaborative working across the HR, OD and payroll teams.

This post will liaise with all levels of employees and management.

A high level of confidentiality is required, as well as an understanding of, and commitment to, working within the bounds of the Data Protection Act and GDPR legislation at all times.

This post does not directly control budgets.

Commitment to the Council's Equal Opportunities policy at all times

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>A Levels of education or equivalent</p> <p>GCSE Passes (Grade C/Level 5 or above) in Maths and English</p> <p>CIPD Level 5 or a willingness to study to achieve the qualification.</p>	CIPD Level 3 or 5
Competence Summary (Knowledge, abilities, skills, experience)	<p>At minimum of two years' experience working within an HR team.</p> <p>The ability to respond confidently to email/phone queries.</p> <p>Understanding of GDPR and how it applies to HR/employment practices.</p> <p>The ability to research and utilise policy and employment law for low level query resolution.</p> <p>Experience working with in an HR service.</p> <p>Excellent ICT skills with experience of Microsoft packages including Word, Excel and PowerPoint, Outlook. The ability to use computerised systems adeptly once training has been provided.</p> <p>Experience of working on own initiative, good organisation skills and ability to prioritise own workload working to tight deadlines.</p> <p>Analytical skills, with attention to detail, and ensuring the accuracy of information.</p> <p>Confident in communicating by phone and electronic communication such as email.</p> <p>Confident to deal with queries independently but know when to escalate to appropriate levels passing on timely, relevant and contextual information.</p>	<p>Experience of working with both internal and external customers to the service.</p> <p>Familiarity with HR Computerised Systems.</p> <p>Familiarity with DBS processing.</p>

Work-related Personal Requirements	<p>A high level of integrity and confidentiality.</p> <p>The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex question for an extended period of time.</p> <p>Ability to work as part of a team or on own initiative.</p> <p>Flexible approach to work and to change; and the ability to work to deadlines.</p> <p>Excellent Customer Service skills.</p> <p>Commitment to equal opportunities.</p> <p>Ability to remain calm and professional under pressure.</p>	
Other Work Requirements	<p>Role models the council's values and behaviours and encourages others to do the same.</p>	<p>Ability and willingness to travel throughout the Borough as and when necessary.</p>
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.