

Job Title:	HR Assistant
Reports to (job title):	HR Manager

Job purpose

The People Hub is the 'go to' team for all personal and contractual changes. Lead by the People Shared Service Lead the team provides first class administrative and customer focused support to managers and colleagues across the whole of HCRG Care Group. We work with Payroll, Finance, Employee Relations and Recruitment to process all HR transactional activity, updating systems and documentation with the highest standards of accuracy. We work together as a team to exceed or achieve our service levels whilst always striving for improvement.

Key responsibilities

- Managing employee life-cycle (this includes but is not limited to posting adverts, issuing contracts, carrying out pre-employment checks and processing new starters on to our payroll system)
- Employee Changes (Contractual changes including hours, salary and line manager changes)
- Monitoring compliance (DBS renewals and professional registration renewals)
- Processing external references
- Employee benefits (maintaining access to tribe reward scheme)
- Level 1 queries (e.g. Basic policy queries and System support)
- Processing invoices
- Liaising with key stakeholders via phone and email
- Supporting wider hub team on key projects

Personal Specification

Essential

- Want to progress within HR function
- Ability to train others Experience of working in an office environment
- Strong administration skills
- Experience of managing own workload to deadlines
- High level of communication skill, both written and verbal
- A high level of awareness of confidentiality and data protection regulations
- Excellent interpersonal and customer-facing skills
- Good Literacy & Numeracy skills Working knowledge of MS Office including Word and Outlook Experience of maintaining online files and records.
- Able to adapt to changing priorities Able to work as part of a team Able to work accurately, with attention to detail The flexibility and willingness to learn

Desirable

- Level 3- 5 Diploma in Human Resources Practice (CIPD), or equivalent.
- Experience working in a busy HR team or Shared Service function
- Working knowledge of Excel