

Job Description.

Title of Job:	HR Assistant Temporary – 30 hours per week (up to 37.25 on occasion)		
Department:	Human Resources		
Grade:	2N		
Salary Range:	£20,800 - £25,000 FTE		
Location:	MIRA Nuneaton – flexible location worker		
Contract Type:	Permanent:		Contractor: Yes
Responsible To:	HR Function Leader		
Subordinates:	None		

Main Purpose of Job
<ul style="list-style-type: none"> To administer and coordinate key HR processes and provide support to the HR Business Partners across the operational HR activities.

Key Functions – Both roles
<ul style="list-style-type: none"> To input to and maintain the HR data bases and systems ensuring that data entry is accurate and timely. To ensure that HR system updates and changes are implemented effectively and provide initial problem solving and support relating to key processes. New starters – to produce the appropriate contract and letter, complete the new starters right to work documents checks and coordinate the starting arrangements ensuring that all associated processes and systems are updated and addressing any queries that the new starter has. Leavers – to coordinate the communication to the Directors, line manager and team member. Arrange exit interview, calculate any outstanding holidays and flexi time providing the information to payroll, update all associated systems and processes through until all actions are completed. To coordinate the activities for retirees. Promotions, anomalies and changes – to provide the appropriate correspondence to the team member, information to payroll and update the appropriate systems and processes until all actions are completed. To complete the checks and systems updates associated with driving licenses, Help@Hand changes to personal details and candidate referral forms. To ensure employee files and records are maintained accurately and in line with GDPR requirements To provide initial information to all team members relating to HR queries, signposting them to the appropriate procedure or an HRBP. To answer or redirect queries that are received via the HR Administrators inbox, phone or in person visits. To provide references and correspondence requested by team members and external organisations To provide support to the HRBPs (including provision of letters, data and reports on specific projects as well as on an adhoc basis To support the HR team with any other relevant parts of the HR processes.

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Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> Maths and English GCSEs or equivalent 	<ul style="list-style-type: none"> CIPD certificate

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> Previously worked within an HR role HR administrative experience Worked in a confidential environment Experience of Excel, Word, Databases 	

What is the candidate likely to be doing now?
<ul style="list-style-type: none"> Candidates are likely to be working in an administrative role within an HR team.

Other information
<p>The candidate should;</p> <ul style="list-style-type: none"> Have effective interpersonal skills and the ability to integrate into a team working environment, interfacing with people throughout the business. Be methodical, well organised; paying attention to detail and following processes through to completion Have a willingness to identify and action / escalate, problems and opportunities. Be a pro-active, and solution focussed, self-starter.