

JOB DESCRIPTION:

Position:	Human Resources Assistant – 12 month Fixed Term Contract
Department:	Human Resources
Site:	Hachette UK Distribution (Hely Hutchison Centre)
Hours:	35 hours per week
Reports to:	Head of HR
Issued:	December 2019

JOB SUMMARY:

Responsible for HR administration and coordination at various stages of the employee life cycle. This includes supporting onboarding new starters, payroll preparation, HR reporting and answering employee queries.

RESPONSIBILITIES:

- Manage new starter process including creating offer letters, contracts, pre employment checks and references
- Prepare contract change paperwork. Advise payroll of all contract changes related to pay and benefits, update HRIS databases and existing spreadsheets as appropriate
- Support payroll preparation through updating the HRIS, communicating with Supervisors regarding the timely completion of timesheets, and updating the time in attendance system.
- Providing first line query resolution for managers and employees regarding HR / Payroll process and practice
- Prepare HR induction packs and deliver the induction (alongside HR Advisor) for all new starters at the Hachette UK Distribution sites. Ensure that probation reviews are completed by line managers, raising any concerns with the relevant HR Business Partner
- Take ownership of Sickness Absence recording, including the processing of return to work forms, maintaining the Bradford Score index and assisting with any subsequent follow-up processes. Liaise with Occupational Health and organise the schedule for their monthly visits
- Ad hoc administration of benefits including pension, cycle to work, long service awards and eye care vouchers
- Run regular and ad hoc reports from the HRIS as per the requirements of the HR team and wider business

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- Support Employee Relations cases by minute taking during disciplinary, capability, grievance and consultation meetings
 - Manage the HR archiving process and HR e-filing process supporting the drive towards achieving a 'paperless' HR environment
 - Assist the Internal Recruiter with the recruitment and on-boarding process including preparing job descriptions and adverts, advertising vacancies, collating applications, liaising with candidates, arranging interviews, sending out application packs and all associated correspondence
 - Support the Internal Recruiter in creating and managing any required reports relating to Agency staff costs including upkeep of existing spreadsheets
 - Provide support as appropriate for elements of the People Plan including collating survey responses, assisting talent assessment data collation, coordination of L&D arrangements etc.
 - Assist with other duties as required e.g. distribution of 'All Staff' emails, hospitality and refreshment arrangements etc.

GENERAL:

- Ensure Quality, Health and Safety and Environmental standards and all related company policies are adhered to, raising any issues to the relevant parties as appropriate.
- Take reasonable care for your own health and safety and that of others who may be affected by what you do or what you fail to do.
- Any other duties as may be reasonably requested in line with the job role.

PERSON SPECIFICATION:

Essential Factors	Desirable Factors
<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Experience of working in an HR/ payroll administration role • Competent PC user with Microsoft Outlook, Word, Excel and HRIS packages • Foundation level awareness of HR practices and process • Knowledge of HR process/systems (e.g. HRIS, time and attendance, recruitment etc.) 	<p><u>Knowledge, Experience & Qualifications</u></p> <ul style="list-style-type: none"> • Level 3 CIPD qualified • Knowledge of employment law • Experience of dealing with a variety of HR-related matters • Awareness of payroll processes
<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Organised with great attention to detail, able to prioritise and multi-task • Ability to work as part of a busy HR team • Flexible. Able to balance conflicting priorities across multiple sites. • Professional and discrete, able to maintain a high level of confidentiality • Excellent interpersonal, communication and listening skills and able to deal with sensitive HR matters • Positive helpful and approachable, able to inspire confidence and communicate well with staff at all levels 	<p><u>Skills & Attitudes</u></p> <ul style="list-style-type: none"> • Active interest in promoting a great working environment