

Job Details

Job Title: HR Assistant (part time)

Reports to: HR Manager

Based at: Dr Kershaw's Hospice

Hours of duty: 18 hours per week (3 days per week)

JOB PURPOSE

To assist the HR Manager to deliver a quality administration and HR support service across the Hospice.

To ensure the relevant HR and administrative data bases are accurately maintained and comply with legislation.

To provide and undertake a range of administrative tasks relating to the HR function.

MAIN DUTIES AND RESPONSIBILITIES

As directed by the HR Manager: undertake an admin based role to HR and all staff within the Hospice. Process as directed, general administration, data entry and recording of HR documentation e.g.

- Absence forms received – recording and electronic filing
- Meeting room set up
- Annual Employee holiday entitlement data entry
- Involved in the maintenance of all electronic and Vantage personnel files - ensuring information is added in a timely manner
- Governance - conducting monthly system (database) audits and longer term project audits
- Assist with ensuring actions identified from audits are implemented in a timely manner to improve HR service and records management
- Recruitment process –assist in creation of candidate packs for Managers and interview room set up
- Maintenance and updating of Vantage - HR Module – including ensuring all new starter documentation is on file and compliance with HMRC requirements (including training documents)
- Send email reminders to all staff for required HR documentation – timesheets, return to work forms, core policy sheets, business car insurance and probation forms etc.
- Ordering of Stationery, letterhead etc ensuring best value & quality (research of new suppliers) creating purchase order for approval
- Management of stock uniform issue, renewal period and creation of purchase order for approval
- Creation of induction packs for use
- General scanning and photocopying when required
- Ensure leavers and starters details are recorded in Vantage fields
- Assist HR Manager and CEO with other ad hoc duties as required across all areas of the Hospice that fall within the grade and expectations of the post

- Provide administrative support to CEO when required
- Stocktake of long service badges
- Uniform stocktake

Volunteers

Dr Kershaw's Hospice is generously supported through its active volunteers who work alongside employees of the Hospice, across all departments, helping to fulfil the needs of the services.

As part of all roles at the Hospice, it is expected that all post holders commit to assisting and supporting volunteers to perform their roles to the best of their ability. In addition, it may be required of the post holder to act as a volunteer lead if identified with the Volunteer Co-coordinator, as appropriate.

Health and Safety/Security

To be familiar with all requirements of the Health and Safety at Works Acts and the Hospice Health & Safety policies and regulations applicable to the post.

To co-operate actively with the nominated Health & Safety person in achieving the aims of the Hospice Health & Safety Policy, Fire Regulations, related issues and various procedures and ensure the legal requirements are met.

To take responsible care for the health and safety of themselves and of others who may be affected by their acts or omission, and comply with the Health and Safety legislation.

To wear appropriate safety clothing and use appropriate safety devices as requires, and not to interfere with or misuse anything which is provided in the interests of health and safety.

To report and co-operate with the investigation of all incidents and accidents that have led to or may lead to injury and to report all hazards or shortcoming in the protection arrangements.

To ensure as far as predictable that all materials used within the Hospice and its subsidiaries for fundraising activities are properly stored, used and disposed of and that any items of equipment are properly tested, used, maintained and repaired as necessary.

To oversee Risk Management Assessments and ensure outcomes are acted upon

EDUCATION AND TRAINING

The post holder will:

1. Participate in the Hospice Appraisal System.
2. Maintain high professional standards and continue their own personal and professional development.
3. Participate in the orientation of new staff
4. Attend all mandatory training/update sessions.

GENERAL

1. **Confidentiality-** It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Hospice policies are met in respect of information held on the Hospice computer system.
2. **Equal Opportunities -** The Hospice is committed to equality of opportunity. All staff are required to comply with current legislation and Hospice policies.

3. **Health and Safety-** Staff must ensure they are familiar with the requirements of the Health and Safety at Work Act (1974) and the Hospice Health and Safety policies and regulations applicable to their post.
4. **Safeguarding-** Dr Kershaw's Hospice is committed to safeguarding adults and children and expects all staff to share in this commitment. Staff have a responsibility to ensure that they are aware of specific duties relating to their role and should familiarise themselves with the Hospices safeguarding policy. Regular safeguarding training updates will be held and are mandatory for all staff.

The above indicates the main duties that maybe reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

PERSON SPECIFICATION

JOB TITLE: HR Assistant

	ESSENTIAL The qualities without which a post holder would not be appointed.	DESIRABLE Additional qualities which can be used to choose between candidates who meet all the criteria.	METHOD OF ASSESSMENT Application form/ Interview/ Certificate / Other.
QUALIFICATIONS	Good standard of education.	Chartered Institute of Personnel and Development (CIPD) qualified or working towards qualification. Or qualified by previous HR experience	Application form/ CV and certificates
EXPERIENCE SKILLS/KNOWLEDGE	<p>Excellent communication and interpersonal skills</p> <p>Good administrative skills with the ability to develop effective support systems</p> <p>Strong data entry skills</p> <p>High level of confidentiality, discretion and sensitivity</p> <p>Good time management and organisational skills</p> <p>Ability to work unsupervised and to deadlines</p> <p>Ability to accurately and with attention to detail</p> <p>Excellent IT skills and proficient in Microsoft, Excel, Word, Outlook</p> <p>Ability to work as part of a multidisciplinary team and establish good working relationships at all levels</p> <p>Prepared to work alone and act on own initiative</p> <p>Ability to arrange meetings</p> <p>Able to prioritise and manage own workloads</p> <p>Willingness to work flexibly</p> <p>Ability to juggle various administrative tasks in a timely manner.</p> <p>Decision making skills with ability to apply sound judgement</p> <p>Ability to learn by experience and be able to apply learning and knowledge in new situations</p>	<p>Experience of working within a HR or training environment – highly desirable</p>	<p>Application form/CV /interview and references.</p>

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