

JOB DESCRIPTION

Job Title:	HR Assistant
Department:	People and Development
Reporting to:	Director of People and Development
Location:	Home working with regular travel to Head Office

PURPOSE OF ROLE:

This role will work alongside the HR and Volunteer Manager and People Coordinator to provide an effective customer focused HR service. You'll be responsible for giving advice, guidance and support to our Head Office and retail teams on basic HR issues to include recruitment, induction, performance management, absence monitoring and employee relations.

MAIN DUTIES AND RESPONSIBILITIES

- Assist the Line Managers with the recruitment and hiring process, including creating recruitment campaigns, posting jobs online, and carrying out associated administration.
- Work with Line Managers to ensure that all new employees have an induction, a 3- and 6-month review and are settling in with other employees and volunteers.
- Co-ordinate and arrange induction plans for new starters
- Contribute and develop the onboarding process with an emphasis on inductions and positive candidate experiences
- Provide first line HR advice on employment policies and procedures to staff, promoting fairness and consistency in their application and ensuring information given is current and appropriate.
- Maintain accurate sickness information, data and staff records liaising with relevant departments.
- Assist and advise Line Managers in the absence management process ensuring compliance with respective policies and procedures with a view to improving attendance at work and providing a supportive and healthy workplace.
- Co-ordinate and participate in disciplinary, grievance, and appeal hearings and support Investigating Managers as required.
- Manage and co-ordinate maternity, paternity, adoption and special leave requests, ensuring that payroll processes are managed seamlessly for people within these groups.
- Ensure that all paperwork and documentation is completed including new starters, contractual changes, probation, references, leavers etc and provide reports.

- Ensure that staff records, and the HR system are updated and maintained accurately as required and held securely.
- Proactive in reviewing and making recommendations for processes/reporting/documentation improvements.
- To undertake general administration duties associated with the People and Development team.

Prepared by: Julie Rees

Date Prepared: November 2021

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and everyone's responsibility to fulfil a proactive role to the management of risk in all of their actions. This involves the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Prior experience of working within or directly supporting a busy HR function	●	
HR generalist experience as a HR Administrator/Assistant/ Officer		●
Experience and track record in recruitment or running effective attraction campaigns	●	
Experience of producing engaging and creative copy using a variety of media	●	
Knowledge of absence management and relevant legislation and processes	●	
Experience in managing, co-ordinating and administering HR policies and processes	●	
Experience of working with a HR database system		●
Experience of taking minutes at formal HR meetings		●
Understanding and practical knowledge of employment law and relevant work practices, policies and procedures		●
Working towards or have completed CIPD OR equivalent knowledge and experience within an HR environment.	●	
Skills		
Excellent written and verbal communication skills	●	
Able to plan and organise a varied and busy workload, including handling conflicting priorities and meeting deadlines	●	
High level of accuracy and attention to detail	●	
Ability to work effectively both independently and as part of a team	●	
Positive ability to approach problems in a logical way to find solutions	●	
Ability to build and maintain relationships and provide a high level of customer service	●	
Excellent administrative and IT skills to include Microsoft outlook, Word, Excel	●	
Ability to speak Welsh or commitment to learning		●