

## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	HR Assistant
<b>GRADE:</b>	2
<b>RESPONSIBLE TO:</b>	Human Resources Business Partner
<b>RESPONSIBLE FOR:</b>	None
<b>PURPOSE OF POST:</b>	Provide administrative support to the Human Resources Department

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **1 HR ADMINISTRATION DUTIES**

- 1.1** Produce offer letters and contracts of employment
- 1.2** Process all paperwork and associated actions in relation to recruitment, terminations and changes to employees' Terms and Conditions
- 1.3** Maintain the E-recruitment System
- 1.4** Issue Customer Satisfaction Surveys and monitor responses
- 1.5** Process reference requests, both incoming and outgoing
- 1.6** Process Disclosure and Barring Service Checks, liaising with relevant bodies as required
- 1.7** Administer all Baseline Security Checks for new employees
- 1.8** Administer the processes in relation to approval/refusal of Career Breaks, Special Leave, Flexible Working and Secondary Employment requests
- 1.9** Administer the process for probationary reports
- 1.10** Carry out induction sessions for new starters and monitor the completion of Induction Packs
- 1.11** Record and update Grievance, Discipline and Performance Improvement records on the AccessHR system
- 1.12** Administer the procedure for retirement plaques, certificates and Long Service Medals
- 1.13** Administer the procedure for the internal and external recruitment to posts, including posting vacancies to internal and external newsgroups
- 1.14** Provide advice and guidance to Managers and Employees in relation to leave entitlements and other terms and conditions of employment
- 1.15** Calculate annual leave entitlement in relation to employees working part-time hours, changes in working pattern, public holidays, sickness, termination, maternity/paternity leave and career breaks

- 1.16 Process maternity, shared parental leave and paternity leave requests in accordance with Policy and issue relevant correspondence
- 1.17 Update the AccessHR system with new starters, onboarding, transfers, promotions, terminations, career breaks, personal particulars and Maternity Leave as required
- 1.18 Assist with the Wholetime Recruitment process

## **2 PAYROLL DUTIES**

- 2.1 Extract details of current employees on sickness absence and submit to Kirklees Payroll
- 2.2 Issue payroll instructions to Finance around changes to terms and conditions
- 2.3 Administer the system regarding loss of earnings claims by employees against Third Parties. Liaise with relevant parties and initiate payroll adjustments

## **3 GENERAL ADMINISTRATION DUTIES**

- 3.1 Deal with enquiries from internal and external customers via telephone, e-mail and face to face
- 3.2 Monitor and order all stationery for the department
- 3.3 Filing, photocopying and scanning as required
- 3.4 Assist with the review of HR systems and processes in order to ensure they are customer focussed, streamlined, efficient and fit for purpose

## **4 MISCELLANEOUS**

- 4.1 To Implement and promote the Authority's:
  - a. Health and Safety policies
  - b. Equality and Diversity policies
  - c. Information Security Management System policies
  - d. Safeguarding policies
  - e. Business continuity policy and contingency arrangements
- 4.2 To demonstrate and uphold the service values and to promote the organisation in a positive manner
- 4.3 Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy
- 4.4 Responsibility for ensuring any data produced in relation to the post is accurate and current
- 4.5 Responsible to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained
- 4.6 Undertake other appropriate duties as directed by the Human Resources Business Partners

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	<b>Experience</b>	<b>Essential/ Desirable</b>	<b>Where identified</b>
1	Demonstrable administration experience in a Human Resources environment	Essential	Application & Selection Process
2	Previous recruitment administration experience	Desirable	Application & Selection Process
3	Proficient in the use of Microsoft Office applications including Word and Excel	Essential	Application & Selection Process
4	Experience in the use of HR systems	Desirable	Application & Selection Process

	<b>Education and Training</b>	<b>Essential/ Desirable</b>	<b>Where identified</b>
5	GCSE Maths and English Grade C or above, or equivalent level literacy and numeracy gained through work experience	Essential	Application & Selection Process
6	CIPD level 3 Foundation Certificate in Human Resources or equivalent qualification	Desirable	Application & Selection Process

	<b>Special Knowledge and Skills</b>	<b>Essential/ Desirable</b>	<b>Where identified</b>
7	Excellent verbal and written communication skills	Essential	Application & Selection Process
8	A flexible approach in relation to the needs of the post and working hours as required	Essential	Application & Selection Process
9	Excellent customer service skills	Essential	Application & Selection Process
10	Ability to work as part of a team	Essential	Application & Selection Process
11	Experience of working on own initiative, prioritising workloads and meeting conflicting deadlines	Essential	Application & Selection Process
12	Ability to pay close attention to detail to ensure data quality is maintained to a high standard of accuracy	Essential	Application & Selection Process
13	Ability to maintain confidentiality	Essential	Application & Selection Process
14	Demonstrate commitment to and understanding of Equality & Diversity	Essential	Selection Process