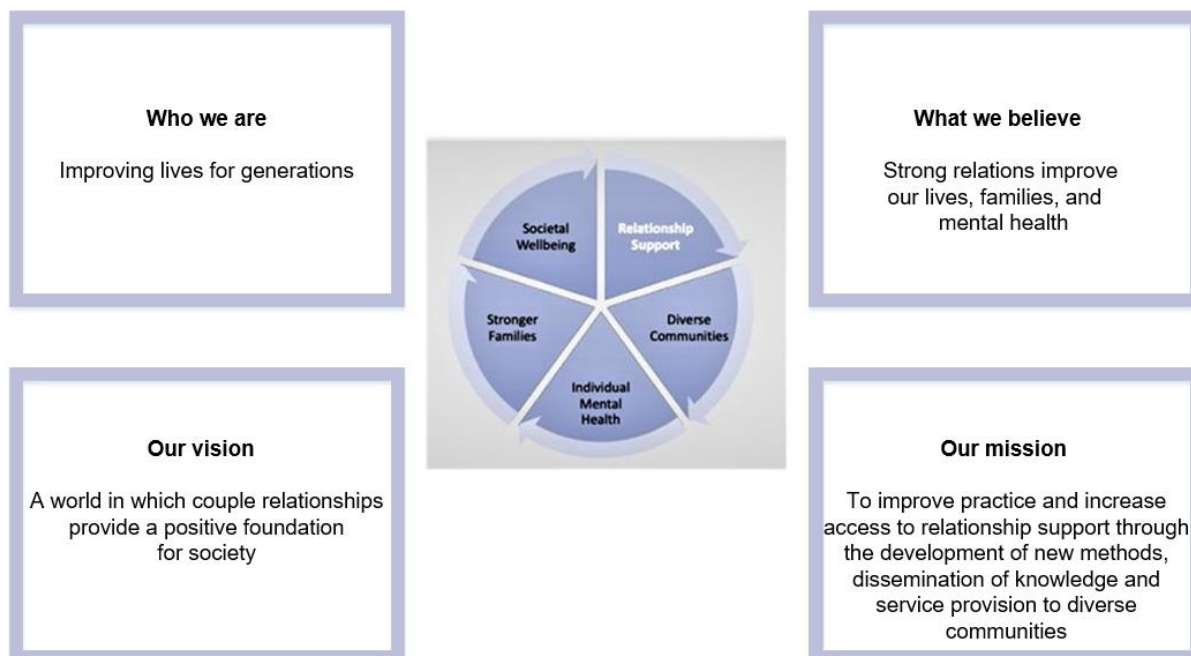


## JOB DESCRIPTION

<b>Job Title</b>	HR Assistant
<b>Department</b>	HR
<b>Line manager</b>	HR Partner (HRP)
<b>Role Level</b>	Entry level
<b>Remuneration</b>	£21,550-£24,000 per annum (pro rata)
<b>Appointment term</b>	Permanent
<b>Hours of work</b>	18.75 hours per week (0.5FTE). Ideally Monday to Friday, but there is flexibility with the working pattern This role can potentially be a full-time position with the balance of time spent on other tasks such as client/student support services, event coordination and marketing support activity
<b>Location</b>	Hybrid working in accordance with organisational policies and business needs
<b>Other requirements</b>	The role requires the completion of a basic DBS check

### About us

Tavistock Relationships has been improving lives for generations. We believe that strong relationships improve our lives, families, and mental health.



### Our values

- A belief in the importance of family stability and emotional security.
- A commitment to social justice, inclusivity, and diversity in every area of our work.
- A belief in the importance of intellectual curiosity and rigour.

- An aspiration to be a learning community – growing understanding and being open to new ideas, developing new ways of working.
- A commitment to promoting excellence in the delivery of our services.

### Purpose of the role

The HR Assistant will work alongside the HR Partner, contributing to the successful delivery of professional and efficient HR services. The post holder will be involved in the management of the full employee/contractor lifecycle, providing support with a wide range of HR generalist tasks and assisting with the implementation of HR initiatives.

### Responsibilities

Customer service and employee relations	<ul style="list-style-type: none"> <li>• Act as the first point of contact for HR-related queries over the phone or by email. Monitor the HR inboxes daily and respond to queries or direct them to relevant members in a timely manner.</li> <li>• Build effective working relationships with stakeholders across the organisation by providing advice in line with legislative and organisational policies and procedures.</li> </ul>
Recruitment support	Coordinate recruiting process, including: <ul style="list-style-type: none"> <li>• Supporting the development of up to date and accurate job descriptions.</li> <li>• Supporting the development of recruitment advertisement and marketing strategies in conjunction with hiring managers.</li> <li>• Identifying suitable and cost-effective advertising solutions.</li> <li>• Promoting current vacancies on internal and external platforms, in collaboration with other colleagues as appropriate.</li> <li>• Reviewing and sharing applications with hiring managers.</li> <li>• Scheduling interviews.</li> <li>• Communicating interview feedback.</li> </ul>
HR administration processes	<ul style="list-style-type: none"> <li>• Administer pre-employment checks.</li> <li>• Produce and distribute offer letters and contractual documents, including visiting staff contracts.</li> <li>• Coordinate induction and leaving processes.</li> <li>• Liaise with payroll and IT teams (and other colleagues as appropriate) about new starters and leavers.</li> <li>• Monitor annual leave and sickness absences, and ensure that online records are kept up to date.</li> <li>• Support line managers with the appraisal and probation processes, and ensure that key-date reminders are sent and post-meeting notes are recorded.</li> <li>• Draft other written communication as necessary.</li> </ul>
HR systems and data management	<ul style="list-style-type: none"> <li>• Maintain external and internal HR information systems with accurate and current data.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide technical support for employee queries regarding the use of TR's HR systems.</li> <li>• Produce reports for the HRP on a monthly and ad hoc basis.</li> </ul>
Policies and procedures	<ul style="list-style-type: none"> <li>• Support the HRP to ensure that the organisational policies and procedures are kept up to date, and in line with current legislation and other organisational guidelines.</li> </ul>
Learning and development	<ul style="list-style-type: none"> <li>• Identify suitable training and development opportunities to fulfil training plans and priorities.</li> <li>• Collate feedback and review on the usefulness of training and development activity to individual and team performance.</li> </ul>
Other duties	<ul style="list-style-type: none"> <li>• Coordination and support of all internal communication activity.</li> <li>• Development of initiatives to support employee engagement and effective organisational communication.</li> <li>• Attendance at team and organisational meetings, including taking minutes when required.</li> <li>• Assist TR teams with event coordination as and when required.</li> <li>• Assist with other tasks reasonably identified and commensurate with the level of the role.</li> </ul>
Corporate responsibility	<ul style="list-style-type: none"> <li>• Maintain a social media profile and presence that is aligned to the TR profile as a credible and professional organisation.</li> <li>• Manage all personal data and information in accordance with the provisions of the TR Data Protection Handbook.</li> <li>• Act in accordance with the provisions of the:           <ul style="list-style-type: none"> <li>➤ TR policies and procedures.</li> <li>➤ TR Health &amp; Safety Policy, always ensuring safety of colleagues, clients, and students.</li> <li>➤ TR delegated authority matrix.</li> </ul> </li> <li>• Act in accordance with current UK employment laws.</li> </ul>

## Candidate specification

### Essential

- CIPD Level 3 (qualified or working towards this)
- Knowledge of UK employment law and payroll practices
- Excellent communication, organisational and analytical skills
- An interest in the use of digital technologies, and confident in the use of Microsoft Office suite and with adapting to different IT applications
- Attention to detail and accuracy
- Ability to work with a wide range of people
- A proactive and flexible working approach
- Effective time and workload management
- Ability to work under pressure and be highly responsive

- Capability to promote TR services in a socially inclusive way
- A commitment to Tavistock Relationships' aims, objectives and values

**Desirable**

- Educated to degree level, ideally in HR, Business Administration, or similar field
- Experience of working in a similar role or within an administrative environment
- Knowledge of General Data Protection Regulations and best practice