

Job Description and Person Specification Assistant HR Partner

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Head of HR Services

Document no

Job Description

Directorate Resources	Grade E
Service Human Resources	Job evaluation number
Reports to HR Partner	Responsible for NA

Job purpose and role

- Work as a member of the HR team, delivering high quality consistent HR services to Beyond Housing
- Support all HR Partners L&OD Manager and Head of HR to champion, drive and embed the HR agenda across Beyond Housing, supporting company performance and promoting excellence in people practices throughout
- Assist with specific HR strands or projects to support the achievement of strategic objectives
- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.
 - Considerate
 - Collaborative
 - Ambitious
 - Accountable

Main duties and key result areas

- Provide support for HR case work and take on specific cases as directed by the HR Partners. Case work will normally include absence management but may also include routine, capability, disciplinary, grievance, redundancy. Liaise with external partners such as Occupational Health, physiotherapy, staff support services etc. where appropriate
- Assisting with aspects of the recruitment process; including induction of new starters
- Assist with the development of procedures and supporting work instructions to ensure a consistent approach across the whole of Beyond Housing

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- Support the development and roll out of HR electronic systems to maintain security of HR data and ensuring centralised reportable data to aid management decision making
- Run reports from the HR data system and other records to inform management decision making. This will include working with the other Assistant HR Partner to co-ordinate the collation of HR data for quarterly KPIs, quarterly and annual HR reports to Board and senior managers, and for monthly managers' and quarterly Head of Service meetings
- Support team colleagues with workloads to ensure a high quality service is delivered by the whole team at all times
- Provide first line advice to employees and line managers on people matters, in line with policies and procedures
- Maintain appropriate and agreed records of all activities to enable other members of the team to pick up work in your absence, and to ensure effective tracking of performance against company and HR specific KPIs and action plans
- Keep the relevant HR Partner informed of progress and potential barriers to progress at all times.
- Work towards the achievement of HR actions plans, supporting specific projects as agreed, such as achievement of accreditations, initiatives to support employee engagement, appraisal (pathways), job evaluation or benchmarking
- Take responsibility for specific small scale projects and initiatives to support the achievement of Company strategies, and HR / company-wide service plans
- Help to ensure compliance with governance and audit standards
- Promote excellence in people practices at all times, ensuring consistency of application
- Ensure knowledge of HR practices are up to date, including employment legislation and its application, best practice, trends, ideas and developments in HR

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement



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- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
6	14/10/2019	-Recruitment

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Excellent organisation skills with the ability to effectively prioritise tasks	E
	Good communication and interpersonal skills	E
	Good IT skills: word incl mail merge, excel incl formulas, formatting, data manipulation	E
	Able to work with data to a high level of accuracy with attention to detail	E
	Capable of making and sustaining good working relationships	E
	Able to interpret procedures to provide clear and consistent advice on a range of HR matters	E
	Able to pick up new concepts quickly and apply them to a variety of situations	E
Knowledge and experience	Knowledge of current HR legislation	E
	Recent experience working in a HR environment	E
	Experience of undertaking research and developing initiatives under guidance	
	Experience of applying policies and advising on the adaptation of HR policies / procedures	D
	Experience of using an electronic HR system – to input, store and retrieve appropriate data	D
Qualifications	5 GCSE's or equivalent including Literacy and Numeracy	E
	CIPD level 3 qualification or equivalent HR qualification (or willing to work towards if an internal candidate)	E
	Current Associate member of CIPD	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the Company	E
	Committed to Personal and Professional Development	E
	Proactive and committed to continuous improvement in service delivery	E