**JOB DESCRIPTION**

**Post Title:**  HR Apprentice

**Post Reference:** TVCA 187

**Grade:** National Living Wage Rate (£9.30 per hr)

**Duration** Duration of the programme of study typically 18 months.

**Responsible to:** HR Manager

## Job Purpose

To provide functional and administrative support to the HR Team. To work effectively within the HR Team to provide an efficient and effective HR service to the Tees Valley Combined Authority.

## Duties & Responsibilities

1. To support the Recruitment function within TVCA, and assist with co-ordinating the end to end process from advertising to onboarding. This will involve:
* Creating the letters, emails and documents that are involved with the recruitment process.
* Liaising with line managers on room bookings and equipment for interviews
* Creating and populating the documents for recruitment processes such as interviews and shortlisting.
* Use of email to co-ordinate pre-employment checks, education qualification evidence, right to work, Medical questionnaires and Occ Health referrals (where appropriate).
1. Assist with the onboarding of new starters. This will involve:
* Ordering I.T equipment, access and mobile phones
* Workstation kit order and set up
* Communication to the new starter throughout and for Day 1 start.
* Setting up folders and documents within.
1. Provide general administrative support to the HR Advisors and Manager.
2. Respond to basic HR queries by email and telephone, and escalate where required.
3. Use HR systems to answer queries and support HR operations.
4. Assist generally with HR administration, including electronic filing, creating and updating tracking documents, note/minute taking at HR meetings, telephone call handling.
5. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
6. Ensure compliance with Corporate Governance procedures, procurement regulations and the Data Protection Act.
7. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authorities health and safety rules and legislative requirements.

This job description outlines the main activities of the post holder. It is not intended to be an exhaustive list of specific duties and activities.