

Newcastle City Council

Job Description



Post Title: HR Assistant AA4038

Evaluation: 482 Points **Grade: N6**

Responsible to: Lead Specialist – Operational HR

Responsible for: N/A

Job Purpose: To provide comprehensive HR advice

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide advice and guidance on matters relating to terms and conditions of employment, corporate employment policies, procedures and agreements and employment legislation.
2. To support managers in managing casework in all aspects of HR
3. To provide advice in respect of the implementation and interpretation of HR practice, policies, and procedures.
4. To assist with the maintenance and development of HR procedures and systems and where appropriate updating HR policies.
5. To participate in the delivery of HR related training courses.
6. To coordinate, advise and support managers on all aspects of recruitment and selection.
7. To advise payroll on discretionary awards and payments as and when appropriate.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery