

Hart job description and person specification

Job Description

Job title

People & OD Assistant

Department

Corporate

Grade

D

Salary

£26,823.74 - £29,539.97

Manager

People & OD Business Partner

Job summary

The post-holder will support the HR team by providing high-quality administrative support across key HR and Organisational Development functions.

The role requires strong organisational skills, a high level of accuracy, and the ability to manage sensitive information with discretion.

Main responsibilities and activities

1. Recruitment Administration
 - a. Coordinate recruitment administration
 - i. Support line manager with website/job boards.
 - ii. Support managers with template letters.
 - iii. Support onboarding of new staff.
 - b. Maintain accurate recruitment records and ensure GDPR compliance.
2. Payroll and HR data input
 - a. Support the monthly payroll input.

- i. Starters, leavers, contract changes, absence adjustments.
 - b. Ensure employee data in HR systems is accurate and up to date.
3. Right to work and pre—employment checks
 - a. Support right to work checks with line manager guidance
 - b. Support additional checks
 - i. References
 - ii. DBS checks (where applicable)
4. HR administration and Systems
 - a. Maintain employee files (electronic), ensuring accuracy and confidentiality.
 - b. Update HR systems with employee lifecycle changes.
 - c. Produce basic HR reports.
 - d. Ensure compliance with policies, procedures.
5. Employee Support and Communication
 - a. Act as first point of contact for HR queries and with support from line manager, answer queries from staff and external contacts in the HR inbox.
 - b. Provide timely and professional support to staff.
 - c. Escalate complex queries appropriately.
6. Continuous improvement and compliance
 - a. Support process improvements.
 - b. Ensure adherence to Employment legislation and Council policies.
 - c. Contribute to audits and internal reviews.
7. Provide a high-quality service for our residents, staff, managers, and external partners.
8. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
9. Promote the **HART Values** by:
 - Being **helpful**
 - Being **approachable**
 - Being **responsive**
 - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.

Person specification

Job title

People & OD Assistant

The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	GCSEs – Maths and English	A-level, equivalent, or above in Maths and English CIPD qualification	Application form and certificate
Experience and knowledge	Experience of working in an admin area Experience of working in public sector Committed to providing high-quality customer service	Experience working in HR and Payroll Knowledge of best practice in HR An interest in HR Can demonstrate commitment to providing high-quality customer service	Application form and interview

<p>Skills and abilities</p>	<p>Enthusiasm and desire to do a good job</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to follow procedures</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>		<p>Application form and interview</p>
<p>Personal qualities</p>	<p>Ability to work as part of a team and/or alone and use own initiative</p> <p>Commitment to personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p> <p>Handle all data and information in secure and confidential manner.</p>	<p>Ability to work under pressure and manage a heavy workload</p>	<p>Application form and interview</p>

Other working requirements	n/a	n/a	
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Signatures:

Job-holder

Manager