



JOB DESCRIPTION

DEPARTMENT

Corporate Services

JOB TITLE

HR & Payroll Apprentice

HAY GRADE

A

SALARY RANGE

£17,842

RESPONSIBLE TO

Contracts & Procurement Manager

RESPONSIBLE FOR

N/A

HEALTH CONSIDERATIONS/RISK/SURVEILANCE REQUIRED

Constant use of VDU

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Overview

The HR and Payroll Apprentice will support the HR & Payroll team in providing an efficient and streamlined service to the business with regard to all HR and Payroll related administrative tasks. This role has a wide remit which includes input to all HR admin and is an important support role to the business. Effective administrative support is vital to the smooth running of the department.

This is a 2-year fixed term post that will support the HR & Payroll team and in return will develop your experience and skills which will help towards a future role.

- Provide general administrative and support to the HR & Payroll Team.
- As an apprentice you will spend approximately one day per week working towards your Level 3 HR Support apprenticeship qualification and taking part in training and development activities. It is required that you commit to the formal training as well as the on-the-job aspect.
- Make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Dimension of Job

- To ensure that the services provided meet customer requirements in terms of quality and the aims and objectives of the authority.

- Achieve a nationally recognised Apprenticeship through studying and gaining skills within the service.
- To provide high levels of customer service both internally and externally.
- To promote the HART values by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with effect and authority.

Key Contacts/Communications Links

Internal

- HR and Payroll team
- All staff

External

- External Organisations
- General Public

Key Responsibilities/Specific Duties

1. Provide administrative support, including, but not limited to;
 - Processing paperwork.
 - Filing.
 - Gathering information.
2. Providing support for all elements of our people processes:
 - Recruitment and selection.
 - Pre-employment and new starter processes.
 - Distribution of Absence reports.
 - Exit interviews.
3. Responding to Reference Request.
4. To learn to be competent in using our payroll system for checking and inputting basic data.
5. Able to answer day to day enquiries from staff through our human resources and payroll inbox.
6. Day to day ad-hoc administration including passport checking for right to work checks, and scanning documentation.
7. To provide high levels of customer service.
8. To promote the HART values at all times by being helpful, approachable, responsive and taking ownership of challenges and problems to ensure they are dealt with appropriately.
9. Where a post involves working with members of the public, the post holder has a responsibility to be vigilant in identifying potential safeguarding issues and conduct themselves in a manner that protects both themselves and members of the public.

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 co-operate 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.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Revised (Date)

Hay Job Evaluated (Date)



PERSON SPECIFICATION

POST: HR & Payroll Apprentice

The HART Core Values:

Hart District Council aims to recruit candidates who are committed to delivering our core values. It is our aim that customers should feel warm, welcome, wanted and cared for when they are interacting with our services. To achieve that, all staff are expected to be helpful, approachable, responsive, and to take ownership, to ensure challenges, problems or enquiries are dealt with and appropriately concluded.

This person specification sets out what we are looking for when recruiting to the above post. The essential and desirable attributes we are seeking for this role are set out below:

CRITERIA	ATTRIBUTES	ESSENTIAL (E) OR DESIRABLE (D)	METHOD OF MEASUREMENT
EDUCATION/ QUALIFICATIONS	Applicants must be aged 16 and over with a minimum of 5 GCSEs A*- C or 9 - 4 (or equivalent) ideally to include Maths and English, however, Functional skills Level 2 can be undertaken as part of the apprenticeship.	E	Exam results/ Certificate
EXPERIENCE/ KNOWLEDGE	It is recognised that this is an entry level job and candidates may not have prior work experience.	E	Application Form/Interview
	Candidates will be required to demonstrate basic understanding of the role of the Council and their understanding and interest of HR.	E	Application Form/Interview
	Committed to providing high quality customer service	E	Application Form/Interview

SKILLS AND ABILITIES	Ability to analyse and interpret data.	E	Application Form/Interview
	Ability to produce graphs, charts and reports.	E	Application Form/Interview
	Ability to communicate and to present information clearly and concisely both verbal and written.	E	Application Form/Interview
	Computer literate and proficient in Microsoft Office software	E	Application Form/Interview
	Ability to make customers feel warm, wanted, welcome and cared for	E	Application Form/Interview
	Ability to take ownership of tasks, challenges and problems to achieve an appropriate outcome	E	Application Form/Interview
PERSONAL QUALITIES/ APTITUDE	Self motivated with a willingness to learn.	E	Application Form/Interview
	Keen and enthusiastic	E	Application Form/Interview
	Ability to work as part of a team and/or alone as required.	E	Application Form/Interview
	Able to use initiative within guidelines	E	Application Form/Interview
	A commitment to your own personal development.	E	Application Form/Interview
	Commitment to professional and personal development	E	Application Form/Interview
	Ability to manage own time	E	Application Form/Interview
	Commitment to delivering the best possible services for residents, and internal and external customers	E	Application Form/Interview
MISCELLANEOUS /OTHER WORKING REQUIREMENTS	Ability to attend meetings out of hours	D	Application Form

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Signatures:

Post Holder

Manager