

JOB DESCRIPTION

Job Title:	HR Assistant
Department:	People and Development
Reporting to:	People Co-Ordinator
Location:	Head Office and Home working

PURPOSE OF ROLE:

Undertake a variety of HR administrative duties with particular support for our retail shop teams. Provide guidance and advice to support the delivery of a customer focused, proactive and efficient HR service.

MAIN DUTIES AND RESPONSIBILITIES

- Assist the Area Managers with the recruitment and hiring process for our shops, including creating recruitment campaigns, posting jobs online, and carrying out associated administration.
- Work alongside the recruitment management team to create engaging recruitment campaigns for our shops to engage with diverse candidate pools.
- Engage with the retail management teams to develop effective recruitment processes to effectively source and hire best matched candidates for our shops.
- Work alongside our Volunteer team regarding sharing recruitment information and best practice for shops.
- Support managers and the HR team with all pre-employment checks and pro-actively support the on-boarding process.
- Provide first line HR advice on employment policies and procedures to staff, promoting fairness and consistency in their application and ensuring information given is current and appropriate.
- Support the People Coordinator with health and safety administration including liaising with suppliers to arrange regulatory inspections and raising POs.
- Maintain accurate sickness information, data and staff records for our shops.
- Assist and advise Line Managers in the absence management process ensuring compliance with respective policies and procedures with a view to improving attendance at work and providing a supportive and healthy workplace.
- Co-ordinate and participate in disciplinary, grievance, and appeal hearings and support Investigating Managers as required.

- Ensure that all paperwork and documentation is completed including new starters, contractual changes, probation, references, leavers etc and provide reports.
- Ensure that staff records, and the HR system are updated and maintained accurately as required and held securely.
- Manage occupational health bookings and liaise with colleagues, managers and the external provider to ensure this is run efficiently and effectively, providing regular reports and updates as required.
- Coordinate HR projects (meetings, surveys etc) and take minutes.
- Support with Head Office HR Administration as required.
- To undertake general administration duties associated with the People and Development team.

Prepared by: Julie Rees

Date Prepared: February 2024

FLEXIBILITY STATEMENT

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

CONFIDENTIALITY

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

COMPETENCE

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

RISK MANAGEMENT

It is a standard element of the role and everyone's responsibility to fulfil a proactive role to the management of risk in all of their actions. This involves the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

SMOKING

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

WORKING WITH VOLUNTEERS

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

EQUAL OPPORTUNITIES

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

VALUES

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

PERSON SPECIFICATION

	Essential	Desirable
Experience & Knowledge		
Prior experience of working within or directly supporting a busy HR function	●	
HR generalist experience as a HR Administrator/Assistant/ Officer	●	
Experience and track record in recruitment or running effective attraction campaigns		●
Experience of producing engaging and creative copy using a variety of media		●
Knowledge of absence management and relevant legislation and processes		●
Experience in managing, co-ordinating and administering HR policies and processes	●	
Experience of working with a HR database system or similar database	●	
Understanding and practical knowledge of employment law and relevant work practices, policies and procedures		●
Working towards or have completed CIPD OR equivalent knowledge and experience within an HR environment.		●
Skills		
Excellent written and verbal communication skills	●	
Able to plan and organise a varied and busy workload, including handling conflicting priorities and meeting deadlines	●	
High level of accuracy and attention to detail	●	
Ability to work effectively both independently and as part of a team	●	
Positive ability to approach problems in a logical way to find solutions	●	
Ability to build and maintain relationships and provide a high level of customer service	●	
Excellent administrative and IT skills to include Microsoft outlook, Word, Excel	●	
Ability to speak Welsh or commitment to learning		●