

Role Title: HR and Training Assistant
Salary: £16,500 - £17,500

ROLE PURPOSE: To provide comprehensive administration and support to Suffolk Libraries across all aspects of HR and Training.		
Accountabilities	Measures of success	What you need to know
<p>1. General HR and Training Administration</p> <p>1. Support the HR, payroll and training team in providing an end to end HR service from recruitment through to ongoing employment, retention and termination of employment. To include:</p> <ul style="list-style-type: none"> • Administering and maintaining all personnel, pensions and training files. • Ensuring appropriate security for all HR related information, in compliance with General Data Protection Regulation requirements. • Update HR System and databases • Advice to users on HR system including resolving or supporting the resolution of problems related to the operation of the HR system • Assist the HR team with the organisation of Occupational Health Referrals 	<ul style="list-style-type: none"> - Correspondence correctly sent within legal and Suffolk Libraries guidelines. - Information is accurate and up to date - Positive feedback received from line managers and employees - Data inputted accurately on HR system 	<ul style="list-style-type: none"> - Previous administration experience with a busy environment - Ability to build effective relationships with line managers and employees at all levels - Knowledge of general IT systems and applications including spreadsheets, word processing and databases. - Ability to demonstrate a professional, confident and 'can do' attitude. - Good eye for detail and accuracy. - Experience of prioritising workload, time management and dealing with conflicting priorities. - Ability to undertake notes/minutes at meetings
<p>2.. HR Advice</p> <ul style="list-style-type: none"> • Being a point of contact to source and provide advice on HR and Training related matters. • Provide adhoc reports on personnel related topics as required • Take minutes of formal personnel meetings • Ensure all correspondence and minutes are provided in good time • Assist line managers on staffing issues such as absenteeism, sickness cover, disciplinary matters and the grievance procedure • Maintaining awareness of HR best practice 	<ul style="list-style-type: none"> - Effective support is given to HR team, managers and staff as required - Information can be accessed quickly and easily - Sensitive information dealt with appropriately and confidentially 	

<p>3. Recruitment and On boarding</p> <ul style="list-style-type: none"> • Assist with the recruitment and selection and new appointments process, including the preparation of job advertisements and job descriptions. • Managing the recruitment inbox – responding to all applications and passing CV's on for further consideration. • Ensure that job applicants are supplied with correct details at all stages of the process. • Assist with the preparation of shortlist packs for line managers and organise recruitment interviews as required. • Carrying out DBS, employment history and reference checks • Prepare and issue offer letters, contracts of employment and contract amendments • Logging of induction checklists, probation and appraisal process for all employees 	<ul style="list-style-type: none"> - Positive feedback from applicants and new joiners to Suffolk Libraries - Organised and efficient recruitment campaign - Evidence of a safe recruitment process from CV, interview through to the induction process. 	<ul style="list-style-type: none"> - Ability to work independently without close supervision - Good knowledge of diversity and equal opportunities - Ability to provide basic advice on employment terms, conditions, policies and procedures - Flexible approach
<p>4.. Training and Development</p> <ul style="list-style-type: none"> • Booking courses, venues and collation of evaluation • Administer the training and development budget ensuring invoices are coded and passed for payment appropriately and within agreed timescales. • Raising purchase orders for external trainers. • Preparation of materials for in-house run courses 	<ul style="list-style-type: none"> - Development events advertised on I-Trent - Up to date list of participants on courses - Venues, trainers and equipment booked for courses - Positive feedback from staff and external providers 	<p style="text-align: center;">How you act</p> <p>Team worker – You work collaboratively with the team to achieve better outcomes</p> <p>Service deliver – providing excellent outcomes for staff and managers</p> <p>Professional and friendly – you will be a welcoming person able to communicate effectively with a wide range of people</p>

<p>5.. Payroll</p> <ul style="list-style-type: none"> • Assist the Payroll Officer with weekly and month end input • Input and maintain payroll information by collecting, scanning and entering data. • Answering day to day queries regarding payroll, pensions and benefits • Efficient administration of the reward scheme which includes preparing nominations for the reward panel and sending out rewards to successful employees. 	<ul style="list-style-type: none"> - Able to deal with routine calculations - Payroll discrepancies dealt with promptly - Positive feedback - Pension packs sent out with Job Offer - Development and uptake of benefit package. 	<p>Confidential – you will have a confidential approach towards confidential and sensitive information.</p> <p>Attention to detail</p>
<p>Agreed by Job Holder..... Date.....</p>		
<p>Agreed by ManagerDate.....</p>	<p>Review due by</p>	