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| <h1>Role Profile</h1> | <h1>HR Assistant Band B</h1> |  |
| To provide an effective, consistent and high quality administrative support, guidance and solutions service within HR and external customers in accordance with performance targets, timescales and quality standards as agreed with the customer. | | |
| Core Responsibility | Activities | |
| Personal Responsibility | <ul style="list-style-type: none">• Promote equality, diversity and Human Rights in working practices• Comply with health and safety legislation• Maintain standards of professional practice• Work as part of a team• Complete administration procedures• Make best use of technology | |
| Administrative Support | <ul style="list-style-type: none">• Input, retrieve and present data using a computer• Maintain a record management system• Photocopy documents• Review retain and dispose of records and information• Produce and present documents using a computer | |
| Managing the Organisation | <ul style="list-style-type: none">• Provide customer service• Process telephone calls• Participate in meetings• Analyse information | |
| Behavioural Framework | | |
| <ul style="list-style-type: none">• Respect for Race and Diversity A• Teamworking C• Resilience B• Effective Communication C• Planning and Organising C• Personal Responsibility B• Problem Solving C | | |