


<b>SUMMARY OF MAIN DUTIES</b>	<b>HR Assistant Band B</b>	
<b>RESPONSIBLE TO:</b> HR Manager/Senior HR Officer		
<b>RESPONSIBLE FOR:</b> N/A		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
<p>The generic nature of the role of HR Assistant means that it may be necessary to undertake the role in other areas across HRD Branch as the requirements of the service dictate. Any such request will be reasonable, taking into consideration your circumstances, be in a post appropriate to your skills and abilities or deemed as a developmental opportunity to enhance the skills of both the individual and the branch</p>		
<b>SUMMARY OF MAIN DUTIES</b>	<b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS.</b>	
<p>Provides a flexible, customer focussed and professional first line response in providing advice and guidance on all enquiries via face to face contact, telephone and/or email and takes ownership of achieving a satisfactory resolution and escalating where appropriate</p> <p>Take ownership of data quality and integrity of information when inputting, amending and extracting information</p> <p>Maximise the use of IT Systems and equipment to run and create management information and reports</p> <p>Assists the supervisor and senior professional staff with project work including initial administration, updating/amending systems, drafting reports for approval</p> <p>Organises and plans events as required. This includes contacting guest speakers, organising accommodation/travel needs, arranging venues and negotiating costs and working within a previously agreed budget</p> <p>Drafts reports and correspondence of miscellaneous matters to internal and external contacts</p> <p>Attends meetings as required, which involves taking and preparation minutes, including notification and following up of action</p> <p>Undertakes a broad range of clerical and administrative duties for the HR Development Branch such as maintaining an effective filing and recording system, typing/word processing, photocopying, mail sorting and delivery, collation and distribution, routine mathematical/statistical work.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility</p>		