

ROLE PROFILE

| Role Profile | | | |
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| Job Title | HR Assistant | | |
| Section | Business Support | Department | Workforce & Brand |
| Reports to (Job Title) | HR Manager | | |
| Suitable for Job Share (Y/N) | N | If no, state reason | Requirement to provide a consistent service to customers owned by the post holder. |
| Location | Building 2, Derriford Business Park, Plymouth (Delt offices) or Ensign House, Plymouth (client site). Remote working is also supported and encouraged. | Shift Pattern | Office hours as agreed with line manager and as per company terms and conditions. |

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| Job Purpose | This role is focussed on the effective delivery of Recruitment across all areas. The post will be the first point of contact relating to Recruitment processes and procedures. Accountable for all administrative responsibilities and supporting hiring managers and applicants as required. |
| Key Competencies and Output | <p>Support with all stages of Recruitment and Selection process up to and including Recruitment Campaign management, for Trust vacancies and Supply Staff.</p> <p>Work within processes and systems of work to make improvements and support the continued development of the HR Service.</p> <p>Accurate use of ICT systems, to include updating and ongoing management of Recruitment Social Media platforms.</p> <p>Act as point of contact and take ownership where required to resolve internal and external queries.</p> <p>Act in accordance with relevant legislation and always ensure compliance with all relevant processes and policies.</p> <p>Responsible for dealing with Recruitment related enquiries, responding, and resolving with accuracy and in a timely manner to a high level of compliance and customer satisfaction.</p> <p>Support the administrative functions within the team as required.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will initially be predominantly working in recruitment but will also be required to work in any area of the HR team and the wider business to deliver ad-hoc duties as and when directed.</p> |
| Experience, Knowledge, Skills and Qualifications | <p>Demonstrable experience within the HR function with a focus on or involvement with Recruitment.</p> <p>Be comfortable and confident working in a busy environment and able to manage conflicting priorities and deadlines.</p> |

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| | <p>Strong communication and customer service skills with a good working knowledge of the Microsoft Office Suite and Virtual Media Platforms.</p> <p>Ability to build rapport and trust and develop relationships quickly with key stakeholders.</p> <p>Ability to manage and organise workload and be comfortable within a team or working alone.</p> <p>The postholder must demonstrate high levels of integrity, discretion, and innovation in all areas of work and have a vested interest in working within HR.</p> |
| <p>Corporate Standards</p> | <p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p> |