

ROLE PROFILE

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| **Role Profile** | | | |
| **Job Title** | HR Assistant | | |
| **Section** | Business Support | **Department** | Workforce & Brand |
| **Reports to**  **(Job Title)** | HR Business Partner |  |  |
| **Suitable for Job Share (Y/N)** | Yes | **If no, state reason** |  |
| **Location** | Building 2, Derriford Business Park, Plymouth (Delt offices) Remote working is also supported and encouraged. | **Shift Pattern** | 37 hours a week, with actual hours as agreed with line manager and as per company terms and conditions. |

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| **Job Purpose** | The HR Assistant performs a wide range of human resources functions. Their duties include onboarding new employees and coordinating training for new and existing employees. The HR Assistant helps to plan programmes and processes designed to improve employee wellbeing. They manage vital employee records and work with the HR Team members to ensure the smooth operation of the HR department. |
| **Key Competencies and Output** | Responsibilities include:  Issuing employment contracts  Supporting internal and external inquiries and requests related to the HR department  Compiling and maintaining digital and electronic employee records  Supporting HR-related training programs, workshops and seminars  Entering employee data into computer database  Coordinating logistics for new hire orientations  Overseeing HR events and meetings and coordinating management-employee communications  Continuously learn the latest HR best practices to improve workplace efficiency  The HR Assistant will work as part of the HR Team, reporting to the HR Business Partner and working with HR Advisors, HR Assistants and an HR Administrator.  The accountabilities listed here are not an exhaustive list. The post holder may be required to work in any area of the HR as and when directed. |
| **Experience, Knowledge, Skills and Qualifications** | Demonstrable experience within the HR function.  Be comfortable and confident working in a busy environment and able to manage conflicting priorities and deadlines.  Strong communication and customer service skills with a good working knowledge of the Microsoft Office.  Ability to build rapport and trust and develop relationships quickly with key stakeholders.  Ability to manage and organise workload and be comfortable within a team or working alone.  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. |
| **Corporate Standards** | 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.  All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt’s policies and procedures.  All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.  Undertake all duties with regard to the Delt equalities policy and relevant legislation.  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). |