

***JOB DESCRIPTION - Last Revised January 2007***

<b>JOB TITLE:</b>	<b>Senior Human Resources Assistant</b>
<b>SECTION:</b>	<b>Human Resources</b>
<b>REPORTS TO:</b>	<b>Director of Human Resources</b>

**MAIN PURPOSE OF JOB**

To provide a proactive, confidential, comprehensive, efficient, and effective support service to the Director of Human Resources and administrative assistance to the Human Resources Directorate, as appropriate, in order to facilitate the continuous improvement of the day-to-day running of the department.

**MAIN DUTIES**

- To provide confidential secretarial and administrative support to the Director of Human Resources including:
  - responding to enquiries, predominately by email and telephone
  - drafting and typing letters
  - managing incoming and outgoing mail
  - diary management
  - photocopying and filing
  - preparation of reports and presentation materials
  - arranging meetings and preparing relevant paperwork
- To oversee and maintain, with support from the team, the HR shared drive ensuring ease of access and appropriate levels of security
- To liaise with other members of the department and other directorates as appropriate eg to track performance against HR operational plan
- To securely manage relevant management information, including senior management employment files
- To lead project work, as appropriate, to support directorate improvements and objectives eg leading the development of online staff induction materials
- To deal effectively with any enquiries or complaints received within the Directorate
- To organise and prepare requisitions for materials required within the Directorate
- To track expenditure within the Directorate, reporting exceptions
- To develop and maintain a system of monthly reporting, focusing on the recording and analysing of employee metrics
- To provide administrative support to the Human Resources team, as required
- To manage your own professional development, with support from the Director of Human Resources
- To carry out such other duties as may reasonably be decided from time to time by the Director of Human Resources

As a term of your employment you may be required to undertake such other duties as may (reasonably) be required of you in the post and section mentioned above or in another post in any of the College's other directorates.

## SALARY

This Job Description is subject to review as part of the appraisal of the College. This is a description of the job as it is at present constituted. It is the practice of the College to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will therefore be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to make reasonable changes to your job description after consultation with you.

I agree that this job description is an accurate reflection of my post.

I agree that in the event of my job description being subject to review, I will be consulted during the process.

Signed ..... Date .....  
(Job Holder)

Signed ..... Date .....  
(Line Manager)

**PERSON SPECIFICATION**

- a minimum of two years' comprehensive admin experience, preferably with experience of providing support at director level
- able to work on your own initiative, demonstrating high standards of professionalism in all activities undertaken, whilst displaying an approachable, enthusiastic and confidential attitude
- sound experience and track record of development and implementation of effective admin processes and procedures
- advanced working knowledge of Microsoft office including word, outlook, excel and powerpoint
- experience of operating HRIS/database systems including analysing data and producing reports from the system
- strong communication and organisational skills
- able to supervise the work of the Human Resources Assistant as required
- able to role model effective administrative skills and establish credibility with key players
- able to cope with competing demands and to effectively prioritise workload
- solutions orientated and 'can-do' approach
- able to deliver multiple projects and be a flexible and reliable team player
- some knowledge of HR would be beneficial though this is not essential