## Job Role Profile

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|  | **Job Title:** | HR Apprentice |
|  | **Department:** | People Directorate |
|  | **Direct Supervisor:** | HR Advisor |
|  | **Location:** | Single Site (occasional travel) |
| **1** | Job Purpose: * Assist in the delivery of an effective, appropriate, timely and customer focused administration and recruitment service, in line with the organisation’s values, desired culture and policies and procedures
* To assist in a frontline query/signposting service/ with support and guidance on HR matters.
* Assist in processing and inputting colleague data using the HR system ensuring data is accurate, up to date, and meaningful.
* Contribute to the delivery of the organisation’s recruitment strategy.
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| **2** | Dimensions: * Managing people date for circa 500 colleagues.
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| **3** | Principal Accountabilities:* Assist with job applicants, colleagues and leaders delivering a highly supportive and professional service.
* Assist with HR administrative processes/procedures/ queries are resolved effectively appropriately and recorded.
* Assist in the effective delivery of recruitment and selection; processing invoices, placing adverts, arranging/supporting recruiting managers with short-listing, creation of interview packs, contacting candidates and managers before, after and during the process, booking rooms/venues.
* Assist in appropriate pre-employment checks
* Ensure the effective and accurate creation and delivery of the starter pack, contract information, on line system information, new starter set up information and probation and leaver processes.
* Assist in the preparation of the Payroll function, including starters, leavers, absence reporting and ensure amendments are given to payroll within deadlines.
* Proactively support the equality, diversity and inclusion agenda.
* Update HR systems with amendments, ad-hoc salary or change of job details.
* Assist in running reports from the HR system.
* Organise and take minutes at meetings to support the team.
* Support any on-going or new HR projects.
* Ensure all colleague records are accurate and up to date.
* Understand HR policies and procedures
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| **4** | Key Performance Measures:* Timely turnaround of issues /queries raised
* Accurate data inputting and administration
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| **5** | **Knowledge, Skills and Experience:** * Ability to work as part of team
* Computer literate with experience of Microsoft Office
* Good working knowledge of Microsoft Excel
* Clear and effective written and verbal communication skills.
* Good organisational skills and the ability to prioritise workload.
* Excellent communication and interpersonal skills with all colleagues at all levels across Connexus and with external providers.
* Committed to studying and learning.
* A dedicated and responsible approach to work.
* An understanding of the importance of confidential and sensitive information and maintaining its security.
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| **6** | **Qualifications***:* * A minimum of 3 GCSEs, predicted grade C/4 or above to include Maths and English
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| **7** | Key Relationships:* HR Team, OD Team
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| **8** | Organisation Chart:Reporting to: HR AdvisorDirect reports: N/A |
| **9** | **Standard Requirements Applicable to all Roles:**1. All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
2. All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
3. All individuals are expected to carry out their duties and responsibilities having regard to the company’s commitment to providing a customer focused service.
4. Act as an ambassador for the Group at all times during the course of your duties.
5. Ensure compliance with requirements under the GDPR Regulations 2018 and follow the 6. Group’s GDPR policy and procedures relating to confidentiality.
6. To promote equality and diversity and to treat everyone with fairness and dignity. Whilst be committed to the principles of Equality and Diversity.
7. To recognise health and safety as a responsibility of every individual, to take reasonable care of oneself and others in the workplace and comply with policies, relevant legislation and any service specific procedures that may apply to the role.
8. Ensure practice is firmly rooted within the Children and Adults Safeguarding framework. As an organisation we take an assertive approach to ensuring the safety and well-being of all children and adults with care and support needs and colleagues will need to demonstrate an understanding and commitment to best safeguarding practice.
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