



Role description

Post:	People & Culture Assistant
Location:	Homeworking
Contract type:	Permanent
Hours:	15 hours per week – Tuesday, Thursday & Friday or Tuesday, Wednesday & Friday.
Reports to:	People & Culture Partner.
Grade:	7
Salary:	£28,683.66 FTE
Line Manages:	n/a

Job Purpose

The postholder will be the first point of contact for the People & Culture team helping to deliver a customer focused people service. They will be responsible for providing HR advice and administration of the full employee lifecycle.

Main Duties

- Provide general HR advice as the first point of contact.
- To carry out all administration relating to the full employee lifecycle.
- To keep HR processes under review to ensure that they remain fit for purpose.
- Co-ordinate the end-to-end recruitment process.
- Collate and analyse key people data to identify where action is required.
- Lead the HR Induction for all new starters.

- Ensure accurate data is provided to the Finance team in a timely manner for the monthly payroll.
- Lead the development of the weekly newsletter.
- Support with people projects as required.
- **General responsibilities**
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
- Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
- Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
- Other tasks as may be required, commensurate with the level of the post.

General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

ESSENTIAL CRITERIA	
1	Aptitude / abilities / skills Excellent communication skills An understanding of HR processes. Ability to work confidentially and with discretion. Excellent attention to detail with the ability to maintain accurate records. Analytical skills The ability to develop strong working relationships. Highly organised with the ability to work to deadlines. Solutions focused.
2	Education / knowledge CIPD level 3 or equivalent experience. An understanding of UK employment legislation. Good working knowledge and understanding of GDPR. Competent using Microsoft Office including Word, Excel and PowerPoint.
3	Experience Work experience in a similar role in a HR Team. Familiar with using job boards including LinkedIn.
4	Attitudes / personal characteristics Customer focussed.

	<p>A clear understanding and working commitment to co-production, equity, diversity and inclusion.</p> <p>A commitment to promoting high standards of conduct, integrity, probity and respect in the workplace.</p> <p>Self-motivated with the ability to take ownership of your own work schedule.</p> <p>Strong attention to detail.</p> <p>Pragmatic.</p>
	DESIRABLE CRITERIA
	N/A