



Job description

Job title: HR Assistant

Responsible to: HR Manager

Purpose of the post:

- To provide flexible administrative support within the HR department.
 - To support HR processes across the full employee lifecycle, maintaining compliance with company policies and procedures.
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Key areas of responsibility:

1. Providing comprehensive administrative support e.g. query resolution, letter generation, HR administration and support, maintain and update confidential filing.
2. Supporting the effective roll out of HR processes and procedures.
3. Providing regular reporting on sickness absence, ELearning monitoring, and feedback from new starter surveys.
4. Creating employment contracts and providing new starters with all supplementary documentation and information.
5. Checking and performing regular personal file audits on proof of eligibility to work in the UK, driver's licences, insurance forms and other proof as required to ensure best practice and to meet internal and external audit compliance requirements.
6. Obtaining satisfactory references, pre-employment medical checks and background checks and ensure their return in a timely manner.
7. Organising and assisting in the delivery of companywide training to all staff as and when needed.
8. Contributing to ad hoc project initiatives to identify and implement continuous process improvements within Human Resources.



9. Keeping electronic files up to date In line with data protection requirements and organisational retention schedules, helping to maintain service efficiency and compliance.

Organisational responsibilities:

1. Uphold and be a champion for the Hastoe Group Purpose, Vision and Values.
2. Act at all times within the Hastoe Group's Policies, Procedures, Standing Orders and Financial & System Regulations.
3. Participate in agreed internal and external training and events.
4. Carry out other duties as may be reasonably assigned from time to time.

This job description is an accurate reflection of the duties of the post at the time of writing but may be changed from time to time to meet the changing requirements of Hastoe.



Person specification

Attributes	Essential	Desirable
Education and training	• GCSE English and Mathematics, or equivalent.	• CIPD qualification or equivalent.
Skills and experience	• Proficient in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint). • Previous operational HR experience. • Excellent communication skills both verbal and written. • Able to organise and carry out a range of office administration duties. • Strong attention to detail. • Able to communicate effectively with a range of people, in person and by telephone. • Be able to organise and prioritise own workload. • Have a positive approach to customer service (for both internal and external customers).	• Experience of using HR systems i.e. Moorepay. • Experience of the housing sector.
Personal qualities	• Customer Inspired: A positive approach to customer service (for both internal and external customers). • Open and Transparent: Able to listen, learn and improve. • Professional: Able to take ownership of your actions and cope well under pressure. • Passionate: Able to go the extra mile to find solutions and meet deadlines. • Enterprising: Willing to seek new learning experiences. • Excellent attention to detail. • Able to organise and prioritise own workload. • Able to work as part of a team.	