

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: Assistant HR Partner	Location: Hunmanby
Department: HR	Contract: Permanent/ Full-Time
Reports To: HR Partner	Direct Reports: N/A

1.0 Job Summary & Role

The Assistant HR Partner will support the HR Partner & Manager in the delivery of an efficient and effective HR function to all departments and locations across the Company.

They will provide a responsive and customer focused service, ensuring HR support & administration is delivered in line with relevant policies and legislation, and will actively contribute to the HR key performance indicators.

They will assist with HR queries from management and employees, manage the employee onboarding/offboarding process, support with administration and note take for employee relation meetings and consultation processes, maintain and update the HR systems, payroll administration, and coordinate staff training. They will also be involved in staff engagement, communication, development, reward & recognition and wellbeing activities, and provide support with HR projects and ad-hoc tasks as required.

The suitable candidate will have experience of working within a fast-paced HR function with a good understanding of general HR duties & best practice, be confident with HR systems, and experience of payroll administration. They will be a hardworking and resilient individual who is a strong team player, with the ambition to progress within their HR career, and ideally CIPD qualified.

2.0 Key Responsibilities & Main Duties

- Providing HR support to management & employees with input from the HR Partner where needed, ensuring compliance with HR policy & legislation
- Working with the internal recruitment team to efficiently manage all new starters, ensuring right to work checks and employment referencing are satisfactory, and all relevant documents are obtained in line with current legislation, whilst ensuring compliance with GDPR
- Coordinating the new starter onboarding & induction process in line with the DSE onboarding plan
- Coordinating employee probation reviews
- Administering the leaver process ensuring exit interviews are conducted and data is collated and discussed and shared with the relevant managers, with any concerns/trends highlighted
- Support the HR Partner with the employee sickness absence process ensuring managers conduct a return to work interview with all their employees, fit notes are obtained where required, and the correct information is completed and uploaded to the HR system
- Assist the HR Partner with internal investigations & formal hearings regarding conduct, capability and grievance matters, providing HR and admin support
- Support the team with administrative tasks on organisational change processes, including restructures/redundancy/redeployment activities
- Involvement with staff development initiatives to support career progression and succession planning
- Completion of the monthly and weekly payroll documentation and provided to the finance department/external payroll provider for processing



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- Working closely with the Finance Department administering correspondence in relation to family leave, benefits, allowances and time & attendance
- Administering processes involved with employee benefits & the online portal
- Supporting the team in meeting key performance indicators
- Support the delivery of management training, & coordinating, recording and monitoring staff training, including mandatory & employee development
- Supporting the introduction of new working practices & projects
- Involvement with employee engagement, communication, and wellbeing initiatives
- Responsible for the administration and management of personnel records and the HR System, ensuring compliance with GDPR
- All other HR administration & ad-hoc tasks as required

3.0 Internal & External Relationships

The Assistant HR Partner will be required to build strong relationships with all internal managers and employees, across all offices and locations, with an approachable and supportive attitude.

They will also need experience of liaising with local external bodies to support partnership working.

4.0 Key Performance Indicators

- Good relationships built with the managers and workforce establishing an open and supportive environment
- HR tasks and projects delivered within a timely manner
- New starters successfully embedded into the company
- Successful management of the employee life cycle
- Continued application of Company Policy and HR processes when supporting employee relations/queries
- Demonstrate ownership for workload and responsibilities
- Apply a proactive approach to HR matters

5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> • Generalist HR knowledge & best practice • HR Policy & Procedure • Equality & Diversity legislation & how this is embedded within HR services 	Desirable: <ul style="list-style-type: none"> • Employment Law • Payroll
Skills & Attributes	
Essential: <ul style="list-style-type: none"> • Confident with computers, Microsoft Office, Excel, IT Systems, HR Systems • Excellent administration and organisation skills • Effectively manage own workload working to deadlines and using own initiative when required • Excellent customer service and interpersonal skills • A proactive approach to work and professional work ethic • A positive attitude to change and need to work flexibly • Highly discreet with confidential information 	Desirable: <ul style="list-style-type: none"> • N/A



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<ul style="list-style-type: none"> • Attention to detail and accurate presentation of information • Able to prioritise work effectively and work under pressure • Ability to apply company policy and procedure and explain these to others 	
Experience	
Essential: <ul style="list-style-type: none"> • Working within a fast-paced HR environment • Working within a HR advisory and administration position • Attending formal hearings for note taking and compiling hearing packs • Supporting managers and employees with HR queries • Liaising with external bodies • Working with HR systems • Maintaining HR systems and records in line with GDPR 	Desirable: <ul style="list-style-type: none"> • Experience of supporting first stage employee relation investigations • Advising managers on HR policy and law
Qualifications	
Essential: <ul style="list-style-type: none"> • CIPD qualified, or relevant equivalent experience • GCSE in Maths and English of C and above, or equivalent 	Desirable: <ul style="list-style-type: none"> • N/A

Created by	Dated Created
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