

**Recruitment Coordinator Job Description and Person Specification October 2021**

<b>Department:</b>	Corporate	<b>Reporting to: Accountable to:</b>	Human Resources Lead
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Purpose of the role:

As an HR Assistant at Autism East Midlands you will provide administrative support to the HR Lead, managers and staff. Working proactively as a member of the HR team you will deliver a comprehensive administrative service.

Duties and Responsibilities:

To complete a range of transactional administration processes in support of HR activity.

1. Update and maintain of the HR Database; CASCADE, recording information accurately and in a timely manner. This includes the electronic and paper based records.
2. Responsibility and accountability for the accuracy and quality of HR data and information.
3. Generating management information and reports using the Cascade reporting tools as required and directed by the HR Manager in support of KPI and management information.
4. Recording and updating absence information providing data and information to HR Manager in support of absence management activity.
5. Administrative support of the recruitment process. This includes responding to initial enquiries and requests for contact; from the point of advert to generating panel packs and new starter documentation. Maintaining contact throughout the process with candidates in support of improvements in recruitment and retention rates, and reductions in the time taken to recruit.
6. Processing of new starters, leavers, maternity and paternity leave, flexible working requests and special leave.
7. Administration in support of absence recording, contractual amendments and monthly payroll submissions.
8. Administration of processes in support of regulatory compliance including pre employment checks, DBS applications, renewals and the Single Central Record.
9. Working closely with the HR Lead as part of the HR team to manage workload and ensure compliance with timescales and deadlines are met. Undertake audit and evaluation as required.

10. Supporting the administration of case management activity. This includes facilitating investigatory and disciplinary meetings and generating panel packs as required.
11. To liaise positively and professionally with colleagues and visitors.
12. Commit to working proactively to support both the Senior Management Team and Managers.
13. To be amiable, professional and approachable at all times.
14. Any other duties commensurate with the accountabilities of the post.

### **Equality, diversity and inclusion**

Autism East Midlands have a strong commitment to working towards the achievement of equality diversity and inclusion in both the delivery of our services and in employment. Our mission statement and strategic objectives directly support these aims. Everyone who works with us are expected to actively support and implement Autism East Midlands's equality diversity and inclusion approach.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Organisation.

**PERSON SPECIFICATION – HR Assistant**

Personal Skills / Characteristics	Criteria	Method of Assessing
<p><u>1. Experience</u></p> <p>Proven experience in a similar role</p> <p>Previous experience of providing office administration within a multi disciplinary and regulated environment</p> <p>Previous experience of working in a confidential environment/ dealing with confidential material</p> <p>Experience of balancing different and conflicting priorities</p> <p>Ability to work accurately, with attention to detail; record keeping, data input, report writing</p> <p>Able to collate information</p> <p>Experience of taking minutes</p> <p>Successful track record of achieving against agreed targets.</p>	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application Form/ Interview</p>
<p><u>2. Qualifications and Training</u></p> <p>Educated to at least NVQ level III business administration</p> <p>Hold or be willing to work towards a qualification in HR</p> <p>Maths and English Language – grade C or above</p> <p>Evidence of continuing professional development</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>Application form/certificates</p>
<p><u>3. Special Skills and Knowledge</u></p> <p>Experience of minute taking, organising meetings, managing outlook diaries.</p> <p>Ability to plan, prioritise and organise own workload in response to changing service requirements.</p> <p>Experience of working collaboratively with the team and stakeholders to support the delivery of HR Administration</p>	<p>E</p> <p>D</p> <p>E</p>	<p>Application / Interview</p>

Working knowledge of HR Databases' Microsoft Word/Excel/Outlook/Power Point	D	
An ability to communicate clearly and concisely verbally and in written formats.	E	
A people person with strong relationship building skills.	E	
<u>4. Personal Qualities</u>		
Good organisational skills, ability to prioritise and manage time effectively to meet deadlines	E	
Ability to work on own initiative with minimal supervision, and also a team member	E	
Excellent communication skills including dealing with enquiries/complaints from the staff, from within the organisation and external stakeholders	D	
Able to deal with other people in a respectful and positive manner at all times	E	
Solution focused	E	
Resilient and tenacious	E	

D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Disclosure and Barring Services check.

#### Disability Confident Employer

If you meet the person specification criteria for this role and have a disability we will interview you for this job. Please let us know if you are applying under the Disability Confident Scheme and if you need any adjustments to the recruitment process.

We shortlist solely from the completed application form, against the criteria marked Desirable and Essential so you **must** ensure these areas have been demonstrated on your application. It's not enough to say "*I have knowledge of HR administration*". Please refer to 'Guidance Notes – Employment Application Form'.