# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: HR Assistant

# DEPARTMENT: Business Services

# LOCATION: County Hall, Lewes

# GRADE: [East Sussex Single Status 4](https://www.eastsussex.gov.uk/jobs/benefits/pay)

# RESPONSIBLE TO: Team Leader Employee Services

# Purpose of the Role:

The role of Human Resources (HR) Assistant sits within the wider Employee Services and Payroll Team delivering HR Administration and Payroll services to internal and external customers.

The Employee Services function is responsible for providing an efficient and effective HR administration service to managers and employees across the County Council Objectives.

You will be responsible for providing administrative support across a range of HR transactional processes, dealing with customer queries and other general office duties.

# Key tasks:

1. Provide the delivery of administrative services to ensure an effective and timely service to all managers and employees of the County Council, adhering to HR guidelines, policies and procedures
2. Provide advice and guidance to managers and employees on the application of HR procedures and on national and local conditions of service, in conjunction with senior HR colleagues.
3. Undertake other general office duties such as filing, photocopying etc as required
4. Maintain accurate manual and computerised records to facilitate the efficiency and effectiveness of Employee Services.
5. Work closely with other colleagues in Employee Services to ensure consistency of practice and to provide basic training for new members of staff.
6. Contribute to a business approach to HR solutions, including improved delivery of HR transactional services.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Effective verbal and written communication skills.
* Ability to produce clear and concise correspondence.
* Good ICT skills.
* Ability to pick things up quickly and retain process knowledge.
* Ability to manage constant and conflicting demands, often to meet tight deadlines.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * QCF level 2 in English and Maths or ability to pass assessment at interview
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Microsoft Office, In particular Outlook, Excel and Word.
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Delivery of Customer Service
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Innovative and self-motivated approach
* Commitment to the delivery of excellent customer service
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**Date (drawn up): May 2022**

**Name of Officer(s) drawing up person specifications: Vicki Richardson and Margaret Anderson**

**Job Evaluation Reference: 11520**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |