



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	HR Assistant
Contract type	Permanent
Grade/starting salary	3/£25,373-£26,269 per annum
Reporting to	HR Services & Development Partner
Direct reports	n/a

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the Role

Working closely with the AAUK HR team and International HR Business Partner, the HR Assistant role is responsible for professional, timely and effective HR administration, coordination, and general office management for all stages of the employee life cycle. This includes:

- Being a point of contact for general HR queries, including payroll and benefits
- Support the HR Services & Development Partner with recruitment coordination
- Provide an efficient and effective system to support workforce development and training
- With the support of the HR Officer, implement more effective processes and procedures for payroll and other stages of the employee life cycle

Key tasks and responsibilities

Provide general administrative and coordination support to the HR department

- Prepare induction packs for all new starters and coordinate attendance on induction events
- Manage office administration issues
- In conjunction with the HR Officer, manage the HR intranet pages on *The Hive*
- Manage the HR filing system (paper and electronic)

- Production and editing of the monthly staff newsletter, 'The ActionAider'

Assist in management of the employee database and reporting

- Input of data on a regular basis and assist the HR Officer with reports as needed
- Absence management
- Update - personal details as appropriate

Provide a first-class HR service to managers and staff

- Support the HR Officer in providing first line support with general HR queries including payroll and benefits queries
- Respond to reference requests within specified time deadlines
- Provide payroll support to the HR Officer as required
- Ensure that all employee e-filing/hard-copy records are kept up to date and are in order, ensuring that the principles of the Data Protection legislation are observed at all times
- Deputise for the HR Officer in their absence

Recruitment and training coordination

- Manage the recruitment mail box, dealing with queries/taking necessary action as appropriate
- Coordinate the scheduling of telephone and face to face interviews while utilising effective candidate management
- With support from the HR Services & Development Partner, coordinate scheduling and maintain records of learning & development programme

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Experience of administrative work requiring a high degree of initiative, flexibility, diplomacy and patience	CPP qualification (part or full)
Effective problem-solving skills	Voluntary sector experience
Knowledge of electronic & paper-based administrative systems	Payroll & benefits administration experience including experience of using HRI systems
Experience of handling confidential data	Ability to work on own initiative
Graduate/equivalent level qualification	HRIS administration
Provide information, advice and guidance to managers and staff	Experience in coordinating corporate learning and development plans
Skills and Abilities	
Excellent interpersonal and communication skills (written and verbal) as well as the ability to work well with people at all levels in the organisation	Relationship manager
Attention to detail	Ability to edit/create intranet pages as

	well as a familiarity with other technologies
Ability to prioritise work and meet deadlines	Project management
Strong service ethos	
IT skills (Microsoft Office)	
Demonstrate high level of personal integrity and professional credibility, whilst being discreet and diplomatic	
Commitment to ActionAid's mission, vision, values with a focus on diversity	