



THE ROLE

HR Administration Assistant

Department:	HR
Role Code:	TBC
Grade/Role:	Grade 4
Responsible to:	Strategic Lead People Partner
Responsible for:	No line management responsibility
Date Issued:	July 2024

Job Purpose:

To protect and save life, property and the environment by supporting the People Partnering Team. Supporting the processing of all Formal Employee Relations cases in respect of taking and distributing comprehensive meeting notes and supporting all administration requirements within the team.

Main Duties and Responsibilities:

1. Provide support and assistance in all formal case work as appropriate and work with People Partners and managers in all areas of administration.
2. Attend formal case meetings, taking and distributing comprehensive meeting notes.
3. Maintain effective service recording ensuring that case management records are kept in line with data protection and other requirements.
4. Receive sensitive information and provide confidential administrative support to staff within the People Partnering Team.
5. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
6. Any other duties commensurate with the responsibilities and grading of the post.