**Role Profile**

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| Job Title: | Assistant – HR  | Function: | HR |
| Reports to: | Leader – HR  | Band: | 1 |
| Leader of: | N/A | Location: | Forza |
| Job Purpose |
| To assist in the day-to-day operation of the HR function by providing administrative support and assisting with recruitment.  |
| Accountabilities |
| * Ensure all staff absences are recorded / reported on a daily basis.
* Responsible for contacting all colleagues who are absent daily and book welfare meetings where appropriate.
* Prepare clock cards and update information on TMS.
* Prepare stage 1 & 2 absence review paperwork.
* Prepare performance review paperwork for managers and ensure completed on time.
* Complete Awol paperwork and meetings where applicable.
* Referring colleagues to Occupational Health where required
* Translation and support for the HR team where required.
* Complete exit interviews and new starter feedback from colleagues.
* Chase outstanding return to works with managers.
* Update colleague bank details on the system and ensure sent to payroll.
* Ensure stationary levels are maintained.
* Liaise with HR manager and Leader regarding recruitment to generate job adverts for internal and external applicants on eploy and update recruitment boards for all roles.
* Responsible for all recruitment for Operative roles including contacting applicants, arranging interviews, complete right to work checks and day one induction and all new starter checks.
* Run reports to provide HR manager and leader with information as and when requested.
* Ensure identity checks are carried out weekly.
* Support managers with internal interviews – non graded roles.
* Scan all relevant paperwork to HRSS.
* Support and assist with colleague engagement activities.
* Factory visits completed daily.
* General administration
* To maintain excellent communication skills
* To ensure a safe working environment is kept for all colleagues.
* Report any Health & Safety issues to the management.

This list is not exhaustive, you will also carry out any other requirements as specified by your manager.  |
| Skills, Training and Knowledge  |
| **Qualifications** | Some HR experience required but not essential. Food Safety level 3 Train the trainer  |
| **Skills and Knowledge** | Strong communication skills both oral and written.IT LiterateExcellent organizational skillsExcellent Customer serviceTeam PlayerAttention to detail.Ability to manager workload and workload of others.  |
| Job Context |
| Key Challenges for the Role  | Ensure appropriate checks are carried out.Ensure procedures followed.Appropriate information passed to HR Manager / Leader  |
| KPIs and Measures of Success | Labour at correct levelsQueries dealt with in a timely manner.Tasks carried out in a timely manner. |
| Key Internal Relationships | All departments & Colleagues  |
| Key External Relationships | Candidates for vacancies |
| Dimensions and Decision Making |
| Budget | **None**  |
| Direct Reports | None  |
| Indirect Report | None  |