**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 Literate  Excellent organizational skills  Excellent Customer service  Team Player  Attention 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 levels  Queries 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 | | |