

## **RICHMONDSHIRE DISTRICT COUNCIL JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>HR SUPPORT OFFICER</b>	<b>POST NUMBER</b>	<b>RES HR 04</b>
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### **MAIN PURPOSE OF JOB:**

To support the HR team in the provision of a HR and Payroll service, to comply with relevant legislation, and to meet the business and organisational needs of the Authority.

To be responsible for all recruitment activities for the Council and all administrative activities relating to HR.

To assist the HR and Payroll Manager in the provision of advice and guidance to employees, management and elected members.

To provide advice on HR and Payroll policies and procedures.

To handle sensitive and personal information in a confidential manner.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

None

### **SUPERVISION AND GUIDANCE:**

The postholder manages own workload in the areas of responsibility on day-to-day matters, referring to the HR Advisor/HR & Payroll Manager on more complex matters as necessary.

### **RANGE OF DECISION MAKING:**

Day-to-day decision making in area of responsibility.

Problem solving and finding pragmatic solutions related to responsibilities, managing interpersonal relationships, etc.

### **RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:**

To assist in the implementation and administration of the HR and Payroll systems. This will include:

- Ensuring all HR and Payroll records for the Authorities are properly maintained
- To assist in the provision of management information and the completion of Statutory and other statistical returns
- To assist in the collation of data for the purposes of monitoring local and performance indicators
- To ensure that the requirements of GDPR are complied with, for all HR and Payroll related records
- To provide support to users of the HR system and time recording systems
- Responsible for computers, printer, photo card passes, and other specialist software
- Responsible for ordering and accounting for HR Section stationery, equipment, etc
- Responsible for processing orders, invoices, sundry debtors etc

## **RANGE OF DUTIES AND RESPONSIBILITIES**

Undertake all administration procedures for the HR Section including:

- Maintain personal files and records manually and computerised
- Ensure security of all personal files both manual and computerised
- Preparation and production of letters, contracts and associated documentation
- Dealing with Occupational Health referrals
- Prepare statistical information as required, equalities information, sickness, FOI
- Deal with enquiries from general public, external organisation, etc
- Undertake word processing, filing, photocopying and other general administrative duties
- Ensuring appropriate checks are made prior to appointment in order to comply with appropriate legislation e.g. DBS
- Updating learning and development records, invoices and assisting with the administration of training courses
- All administrative processes related to the recruitment activity of the Authority
- Undertake secretarial/administration duties for the HR and Payroll Manager and the HR Team as necessary, including arranging meetings, booking rooms and the production of correspondence.

## **CONTACTS:**

Officers of the Council at all levels

Members of the Council

Trade Union Representatives

Other HR Professionals in both the public and private sector

Training and development providers.

Members of the public.

Government agencies.

### **SPECIAL CONDITIONS OF SERVICE:**

<b>COMPILED BY:</b> CD/JW	<b>ASSESSMENT DATE:</b> 16 December 2010
<b>COMPILED DATE:</b> 15.1.14	<b>ASSESSED BY:</b> John Stafford
<b>UPDATED:</b> Jan 2015, Laura Sellers Oct 19, Jo Holland	
	<b>POST GRADE: 6</b>

Job Description

agreed by postholder..... Date.....