

Temporary HR Assistant (To cover a period of maternity leave)

24 hours a week

£11,160 - £11,969 p.a. (actual)

An excellent opportunity exists for a well organised and experienced HR assistant to cover a period of maternity leave.

Areas of work will cover:

- being the 'expert user' of a relatively new HR software product which involves implementing and embedding new procedures within a tight project plan including setting up reports
- Ensuring employment law and best practice is complied with in our day to day processes including recruitment and selection
- Advising managers and staff on terms and conditions of employment and Council policies
- Assisting with corporate projects

You must be an excellent communicator, together with an eye for detail and an ability to manage competing issues within critical deadlines.

Further details and application forms are available on our website www.weymouth.gov.uk or email humanresources@weymouth.gov.uk or telephone (01305) 838420

We would prefer applications to be returned to us by email.

Closing date: Monday 9th August 2010

The selection process will take place on Monday 16th August 2010. This will involve tests and an interview.

Job Description

Service: Human Resources	Job Title: HR Assistant	Grade: E
Responsible To: HR Adviser		
Purpose Of Job		
Main Activities	<ul style="list-style-type: none">◆ Sickness absence monitoring, tracking sickness trigger points, producing reports and conducting sickness interviews.◆ Oversee the maternity/paternity process, to include conducting maternity/paternity interviews. Provide support and guidance to staff on all family issues. Ensure the adoption and implementation of family friendly policies.◆ Provide one on one surgeries with managers to assess any HR needs that they have and meet their expectations, keep them notified of HR issues and events and to provide support and guidance as necessary.◆ Ensure that managers and HR are meeting best practice during the recruitment and selection process. Provide support to managers at interview stage as necessary.◆ Continual development and roll out of the HR system, ensuring that the system is imbedded council wide. Setting up and implementing Business Objects to produce reports.◆ Ensuring that office procedures are meeting best practice and changes in legislation.◆ Continual development of intranet site, ensuring accuracy and relevance.◆ Advising staff and managers of HR policies and procedures.	
Special Conditions		

Requirements	Essential	Desirable	How Assessed
<p>Knowledge & Skills</p> <p>Knowledge of best practice in a HR environment and understanding of relevant employment law</p> <p>Excellent interpersonal skills in order to motivate, persuade and influence staff and managers across the Council.</p> <p>Excellent IT skills including knowledge and experience in use of complex software systems, databases, MS Word, Excel, PowerPoint and research using the internet</p> <p>Excellent literacy and numeracy skills</p> <p>Excellent organisational skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Application Form/Assessment</p> <p>Application Form /Interview/Assessment</p> <p>Application Form/Interview</p>
<p>Experience</p> <p>Experience in planning, implementing and delivering key projects</p> <p>Working in a customer focused environment</p> <p>Ability to contribute effectively in a small team</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Test / Interview</p>
<p>Qualifications</p> <p>Certificate in HR Practice or equivalent</p>		<p>✓</p>	<p>Application Form</p>

<p>Personal Attributes</p> <p>Flexible and adaptable approach to work</p> <p>Attention to detail across all projects and work</p>	<p>✓</p> <p>✓</p>		<p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Other Relevant Factors</p> <p>Personal commitment to excellent customer service and equal opportunities</p> <p>Ability to maintain strict confidentiality, tact and sensitivity at all times</p>	<p>✓</p> <p>✓</p>		<p>Application Form/Interview</p> <p>Application Form/Interview</p>