

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: HR Support Apprentice	Grade: Apprenticeship Scale
Section: Organisational Development & HR Support	Directorate: Resources
Responsible to following manager: HR Support Manager	Responsible for following staff: None
Post Number/s: RWRHR048	Last review date: January 2018

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To provide administrative support to a range of HR functions including job evaluations, employee benefits, equality and diversity, organisational development and management information.

Specific Duties and Responsibilities

- To provide administrative support to the Job Evaluation process, responding to queries from managers, chasing outstanding job evaluations and ensuring that the HR/Payroll system is updated to reflect changes.
- To act as the first point of contact for the employee benefits programme; responding to queries, and assisting the Reward and Remuneration Officer where necessary with payroll and invoicing tasks

- To assist the HR Support Manager with the preparation of Equalities and Diversity Forums on a quarterly basis, taking and distributing minutes and agenda documentation
- To record and issue stationery orders, replenishing the stationary cupboard and other standard items for the use of all HR colleagues within the team.
- To attend / contribute to HR Team meetings
- To update content on The Loop (Councils' intranet page) as appropriate
- To support the Reward and Remuneration Officer with management information tasks as and when required, i.e. collate statistical information for surveys, FOI requests and subject access requests
- To assist the HR Support Manager with maintaining the Apprenticeship Levy digital account, ensuring new apprentices are entered onto the account and updating the forecasting spreadsheets
- To assist with the implementation of changes to HR systems and processes in line with the General Data Protection Regulations
- Provide assistance and support across various HR areas (e.g. recruitment, transactions, casework, learning and development) as and when required

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.

- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

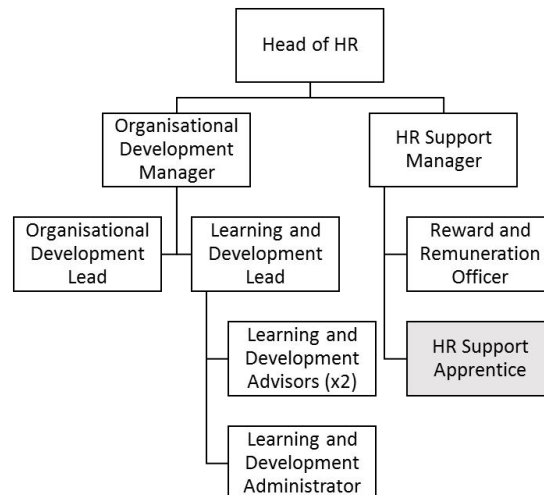
Additional Information

None

Team structure

Richmond • Wandsworth Shared Staffing

Organisational Development and HR Support



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
To be committed to the promotion of equality, diversity and inclusion for colleagues, clients and others, and maintain an awareness of the equality and diversity protocol	A/I
A general understanding of the principles of safeguarding vulnerable adults, young people and children and a willingness to attend training as required.	A/I
Experience	
Experience using Microsoft Office, in particular Word and Excel	A/T
Skills	

Able to understand & respect the importance of confidentiality within the workplace & to work to SSA policies	A/I
Good written communication skills in order to prepare documentation and compose emails to staff, managers and service users in a professional manner	A/I/T
Good verbal communication skills in order to deal with a diverse range of people at all levels by telephone, email and face-to-face in a professional manner	A/I
Able to work flexibly within a team asking for and giving support as needed	A/I
Able to learn to prioritise own workload & to work to deadlines	A/I/T
Good attention to detail in order to check information and input data quickly and accurately.	A/I/T
Qualifications	
N/A	

A – Application form / CV

I – Interview

T – Test

C - Certificate