

JOB DESCRIPTION

POST TITLE: Assistant HR Adviser

DIVISION/UNIT: HR Unit/HR Services

GRADE: 8

RESPONSIBLE TO: Senior HR Business Partner

RESPONSIBLE FOR: N/A

Job Purpose

To assist with the provision of a comprehensive professional HR advisory service to managers and employee.

Main Duties and Responsibilities:

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. To assist in the provision of professional advice to managers and employees on a range of HR issues including pay and conditions of service, local and national agreements, employment legislation and good practice.
5. Provide professional advice and carry out associated tasks in relation to general HR activities.
6. Contribute to the development and implementation of Tayside Contracts' recruitment strategy action plan to ensure that Tayside Contracts continues to attract a high calibre of applicant and remains an employer of choice in the Tayside area.
7. Collate and analyse Tayside Contracts Employee Exit Questionnaire results.
8. Maintain Tayside Contracts Facebook Jobs Page.
9. Maintain the employee benefits portal including processing employee benefit orders in accordance with the employee benefit scheme rules.
10. Contribute to the development and implementation of Tayside Contracts' wellbeing strategy action plan to ensure that Tayside Contracts continues to progress with this.
11. Maintain up to date and comprehensive knowledge including relevant legislative and statutory changes.

12. Contribute to the research and development of employment policies and procedures.
13. Assist in the design and participate in the delivery of HR and induction related training events and presentations.
14. Collate and analyse data and produce management reports as required by the HR Manager or Senior HR Business Partner.
15. Undertake project and research work as required by the HR Manager or Senior HR Business Partner.
16. Participate in and represent Tayside Contracts in job fairs as required by the HR Manager or Senior HR Business Partner.
17. Assist in the development and promotion of recruitment and employability initiatives such as Developing the Young Workforce.
18. Assist in the development and promotion of Tayside Contracts' offering of work experience placements to clients of organisation such as Enable, Barnardo's Works etc.
19. Assist in facilitating harmonious employee relations through advising managers and employees and attending formal meetings with trade union representatives
20. Assist with the drafting of CLT/SLT reports as required by the HR Manager or Senior HR Business Partner.
21. Contribute to the development and implementation of the HR Services Section annual Service Plan.
22. Participate in projects and working groups as required in relation to strategic and corporate initiatives.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	5	5	1	1	4	1	3	4	5