

JOB DESCRIPTION

POST TITLE: Clerical Assistant (HR Admin)

GRADE: 3

DIVISION/UNIT: HR Unit/Business Support Section

RESPONSIBLE TO: Business Support Assistant (HR Admin)

RESPONSIBLE FOR: N/A

Job Purpose

To provide general clerical support to the HR Section and be the first point of contact to any visitors and callers to the organisation

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. Be the first point of contact for visitors and callers to the organisation, ensuring that they are re-directed promptly and politely and follow the signing in procedure.
5. Ensure that all incoming and outgoing mail and goods received are processed, stored securely and distributed promptly and accurately.
6. Provide general HR Administrative support to the organisation on behalf of the HR Services Section as required.
7. Deal with all enquiries for advertised vacancies and also process speculative employment enquiries.
8. Carry out all administrative functions in relation to HR processes such as the recruitment and selection process, sickness absence management process, disciplinary and grievance process and all granted leave processes
9. Provide basic policy and procedure related advice to managers and employees on all relevant HR related issues.
10. Process all documentation in relation to new starts, leavers and changes of circumstances in accordance with the HR & Payroll Authorised Signatory List and forward all relevant documentation to the Payroll Team timeously.

11. Prepare Statement of Employment Particulars and Amendment letters as and when required.
12. Prepare documentation for sickness absence interviews and format the associated outcome letters ensuring that they meet the required standard.
13. Assist in the scheduling of Occupational Health Appointments, preparing the relevant referral papers and liaise with managers as required.
14. Update and maintain the Snowdrop HR system in relation to all HR records ensuring accuracy and in line with the HR Retention Schedule.
15. Deal with general enquiries from employees, managers and outside agencies.
16. Attend meetings to take minutes where required, ensuring these are completed and circulated timeously.
17. Participate in any on the job or other training events to develop personal skills and experience.

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	4	2	2	3	2	1	1	2	2	2	2	2