

## **JOB DESCRIPTION**

**POST TITLE:** Assistant HR Adviser

**DIVISION/UNIT:** Corporate Support Services/HR, IT and Business Support

**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 employees.

### **Main Duties and Responsibilities:**

#### **Values**

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.

#### **Recruitment and Retention**

4. 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.
5. Represent Tayside Contracts at external careers events as required by the HR Manager or Senior HR Business Partner.
6. Assist in the development and promotion of recruitment and employability initiatives such as Developing the Young Workforce.
7. 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.
8. Maintain Tayside Contracts Facebook Jobs Page.
9. Collate and analyse Tayside Contracts Employee Exit Questionnaire results.
10. Maintain the employee benefits platforms including processing employee benefit orders in accordance with the employee benefit scheme rules.

## **Data Protection**

11. Assist the Senior HR Business Partner as directed with data protection subject access requests and personal data breaches.

## **HR Advisory**

12. 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.
13. Provide professional advice and carry out associated tasks in relation to general HR activities.
14. Contribute to the development and implementation of Tayside Contracts' wellbeing strategy action plan to ensure that Tayside Contracts continues to progress with this.
15. Maintain up to date and comprehensive knowledge including relevant legislative and statutory changes.
16. Contribute to the research and development of employment policies and procedures.
17. Assist in the design and participate in the delivery of HR and induction related training events and presentations.
18. Collate and analyse data and produce management reports as required by the HR Manager or Senior HR Business Partner.
19. Undertake project and research work as required by the HR Manager or Senior HR Business Partner.
20. Assist in facilitating harmonious employee relations through advising managers and employees and attending formal meetings with trade union representatives
21. Assist with the drafting of CLT/SLT reports as required by the HR Manager or Senior HR Business Partner.
22. Contribute to the development and implementation of the HR Services Section annual Service Plan.
23. Participate in projects and working groups as required in relation to strategic and corporate initiatives.

## **NOTE**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

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