


Profile Title:	HR Assistant	 BARNSLEY Metropolitan Borough Council			
Reports to:	HR Supervisor				
Employee Supervision:	None	Grade:	04	Profile Ref:	130999
Purpose of the Post					
To provide an effective customer service, including Disclosure & Barring Service (DBS), Recruitment (Rec) and Organisation Management (OM), in support of the service centre, ensuring data and documentation is accurate.					
Responsibilities					
<ul style="list-style-type: none"> • Ensure DBS applications are processed appropriately for a range of internal and external stakeholders and in line with relevant legislation, policies and procedures and ensuring BPSS compliance. (DBS & OM & REC) • Ensure the efficient recruitment to vacant roles, liaising with a variety of internal and external stakeholders , (including schools, public and private sector organisations and media advertising companies). • Issuing employment contracts and associated documentation to statutory timescales and ensuring compliance with legislation and procedures. (OM & REC) • Maintain the accuracy of the Council's organisation structure, ensuring organisation units, jobs and positions are managed appropriately. (OM & REC) • Assist with the development, implementation and maintenance of effective relevant systems, procedures and processes and assist with and test ongoing continuous improvements resulting in improved customer experience. • Facilitate and undertake effective online processes, ensuring own and customers' compliance with legislation and procedures, reporting concerns as appropriate. • Ensure comprehensive and accurate data and information is input and stored securely and confidentially in accordance with audit and other regulatory requirements, taking corrective action as required. • Provision of advice, guidance and support on relevant systems, processes and procedures to a range of internal, external and new customers in line with relevant regulations and procedures. • Check and process documentation associated with the role, including pre-employment checks, and contracts, in line with relevant regulations and procedures within required deadlines utilising the appropriate systems. • Collect, process and analyse system data and produce management information, reports and respond to Freedom of Information requests as required in line with relevant legislation and customer demand. • Ensure that all financial transactions are conducted appropriately and in line with Financial Regulations. • Maintain HR Services data and accurate and timely provide management information as required, to assist with monitoring and evaluation of the service. • Assist with developing and updating guidance, policies and procedures and delivering training and/or briefing sessions as required, including as a result of changes in legislation. 					

<ul style="list-style-type: none"> Assist with the development of the intranet site, employee, employer and schools hubs. Assist in the development and marketing of the service, including effective use of social media, preparing adverts, assisting with jobs fairs and liaising with agencies. Undertake and other duties commensurate with the role as requested by management. 		
Education and Training	Measure	Rank
<ul style="list-style-type: none"> Level 2 apprenticeship / qualification in a related discipline 	A/C	E
<ul style="list-style-type: none"> Commitment to studying for HR professional qualifications and membership of professional body 		
<ul style="list-style-type: none"> Commitment to obtaining a Level 3 apprenticeship / qualification in a relevant discipline 	A/I	D
<ul style="list-style-type: none"> Evidence of continuous professional development 		
Relevant Experience	Measure	Rank
<ul style="list-style-type: none"> Relevant and recent experience in HR or administration environment 	A/I	E
<ul style="list-style-type: none"> Experience of using Microsoft Packages for processing, presenting and manipulating data 	A/I	E
<ul style="list-style-type: none"> Experience of utilising HR systems in a working environment 	A/I	E
<ul style="list-style-type: none"> Experience of working within guidelines and/or regulations 	A/I	D
General and Special Knowledge	Measure	Rank
<ul style="list-style-type: none"> Working knowledge of Microsoft applications 	A/I	E
<ul style="list-style-type: none"> Knowledge of procedures and systems in relation to DBS, Organisation Management and / or Recruitment & Safeguarding. 	A/I	D
<ul style="list-style-type: none"> Knowledge of Local Government and School Teachers Scheme of Conditions of Service 	A/I	D
Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> Methodical and diligent, able to manage workload to ensure tight deadlines are met. 	A/I	E
<ul style="list-style-type: none"> Ability to work on own initiative and collaboratively within a team, assisting others as required 	A/I	E
<ul style="list-style-type: none"> Ability to communicate clearly and effectively in both written and verbal formats 	A/I	E
<ul style="list-style-type: none"> Excellent interpersonal skills to relate to people at all levels 	A/I	E
<ul style="list-style-type: none"> Ability to communicate effectively with the public using a suitable level of fluency in spoken English, in line with the English Language requirement for public sector workers. 	A/I	E
<ul style="list-style-type: none"> Ability to deal with difficult and sensitive situations in an appropriate manner 	A/I	E
<ul style="list-style-type: none"> Presentation skills 	A/I	D
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council. 	A/I	E

• Willing to undertake training and continuous professional development in connection with the post.	A/I	E
• Work in accordance with the Council's visions, priorities, values and behaviours.	I	E
• Able to undertake any travel in connection with the post.	A/I	E