



Role Profile

Job Title

Human Resources Assistant

Salary range	Point 28
Contract	Permanent
Main location	Portland College
Hours and basis	Full Time 37.5 hrs Office Calendar
Reports to	
Date of issue	31/03/2022

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role will be responsible for the coordination of training & development. The role is responsible for producing and maintaining all HR paperwork/systems that underpin our policies and will also support the other core activities of administration in the HR department. This role will also be expected to cover the other HR Assistant role.

What you will be doing

Training

- Work closely with the Assistant HR & Training Manager to support training and staff development.
- Maintain and update employee training records on the HR System.
- Support with the production of monthly training reports and after checking send them out to all department managers.
- Support with booking all elements of any training as directed by Assistant HR & Training.
- To provide administration support related to training
- Ensure all training agreements are issued and signed and filed correctly.
- Maintain HR Hub – Training and development under the direction from Assistant HR and Training Manager

HR / Payroll System

- Maintain and update the HR/ Payroll system with any employee changes so that accurate records are maintained.
- Support production of management reports from HR/ Payroll system/ and training reports as requested.

HR Admin

- To provide admin services to the HR Team, including triaging incoming enquiries, updating personal files, arranging meetings/interviews for the HR advisor/Managers so that they can undertake their roles effectively providing refreshments, photocopying, filing, meeting and greeting, answering the telephone and providing information to callers on processes.
- To support the HR Advisor in managing the HR general enquiries email box and refer on more complex queries.
- To ensure that updates on e.g. disciplinary, flexible working, maternity are updated on the system time and maintain the HR Hub in all areas.
- To provide support and also absence cover for the HR Assistant who is responsible for providing administrative support for recruitment and induction.

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- To raise orders through the Implicit system

Key results we want to see from this role (Direction and Pressure of Work)

- To prioritise work so that training records and data are maintained accurately and reports prepared timely but to ensure that all aspects of the role are covered which includes ensuring that the paperwork produced is of auditable standard and filed accordingly.
- To ensure data is entered promptly and accurately in the HRIS in line with payroll deadlines.

Dimensions of the role (Managerial & supervisory and accountability)angel

- HR Team of 5 people.
- No management responsibilities
- This role has no accountability for budgets
- Responsible for supporting HR KPIs – Training and staff development but supports all other HR KPI's

Key work relationships

Internal

- Liaise with all staff internally as and when required

External-

- Training Providers

Working Environment and working patterns

- Inside – Medium open-plan well-ventilated office with own desk area
- Across site working as necessary
- Ability to work from home if required
- Standard office hours but some flexibility required to attend occasional out of standard hours events such as meetings/recruitment events

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all-encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.