

Decision under Delegated Powers

Officer Requesting the Decision

Improvement & Organisational Development Manager

Officer Making the Decision

Head of Strategic Support

Recommendations

1. That the HR Admin Assistant post (M275) be re-graded to Grade 5 with the revised job profile as appended, with effect from 4th June 2018.
2. That the vacant hours for post M275 (HR Admin Assistant) in cost centre A020 reduce by 7 hours to 12 hours , Thus the total hours will be reduced from 61 hours to 54 hours.

Reasons

1. To update the job profile for the post and to implement the recommendation of the Job Evaluation panel in respect of grading.
2. To fund the cost of regrading

Authority for Decision

Under Section 8 of the current Council Constitution the Head of Paid Service (Chief Executive) has delegated authority 'to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case (item 6 on page 8-4 of the Constitution).

Decision and Date

Background

In line with the Council's recruitment and selection policy, the job profile for HR Admin Officer (M275) has recently been reviewed and updated to reflect the changes to the duties.

The revised job profile has been assessed by the Job Evaluation panel, who have concluded that it should be re-graded from Grade 4 to Grade 5.

Comments from HR

HR Advisor: Anna Cairns (24/5/18)

Summary of Comments from HR: This post has been evaluated by an Independent JE panel at County Hall and the post has been graded accordingly.

A variation eform will need to be completed.

HR seen recommendations (both draft and final, if amended): Y

Financial Implications

At the top of the scale, the effect of the re-grade for the filled 42 hours of the post will be £4,200 per annum (including on costs)

This cost will be met by reducing the hours for vacant element of post M275 (HR Admin Assistant) incost centre A020 by 7hours from 19 hours to 12 hours.

Overall this reduces the total hours of post M275 from 61 hours to 54 hours.

Risk Management

There are no risks associated with this decision

Key Decision: No

Background Papers: None



Division:	Improvement and Organisational Development
Job Title:	HR Administration Assistant
Grade:	Grade 5
Post Number:	M275
Base/Location:	Council Offices, Southfield Road, Loughborough
Responsible To:	Improvement and Organisational Development Manager
Responsible For:	No staff
Key Relationships/ Liaison with:	Managers, employees, LCC HR Advisers and external applicants

Job Purpose

- To provide an excellent HR Administration service to Managers, employees and applicants that relate to a broad range of HR related queries. Ensuring that a prompt response is given.
- To administer the day-to-day operations of the HR function by supporting HR processes and processing employee data using the HR system: iTrent.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	To administer the recruitment and selection process, including working with managers in relation to the process and if needed assisting with advert content along with giving advice on the advertising options.
2.	To be responsible for liaising with third party publishers in relation to all external adverts, this will include price negotiation and ensuring the appropriate orders are raised.
3.	To deliver efficient, accurate and timely HR processes including the issuing of contracts of employment; maternity and paternity leave along with other forms of special leave; other terms and conditions of employment along with adapting standards letters to reflect specific requirements.
4.	To demonstrate an understanding of all processes and knowledge to create and maintain HR records and systems data in iTrent to agreed procedures and standards.

5.	To create and maintain HR process documentation, employee documentation, records and data to agreed procedures and standards including the maintenance of personal files.
6.	To be responsible for resolving general ad-hoc queries from employees or managers regarding recruitment, contracts of employment, annual leave and terms and conditions of employment.
7.	To be responsible and check that all right to work documents, DBS and other associated checks and processes are completed as required. This may involve meeting the applicant to register the documents.
8.	To keep up to date Job Profile records and publish these onto the Intranet, checking that the Job Profiles have been accurately updated and if necessary advising Managers of the need for a Job Evaluation exercise.
9.	To deliver specific small projects as required (e.g. flu jabs and file audit).
10.	To be responsible for the arrangements of the long service awards ceremony.
11.	To liaise with the Systems & Information Officer to process and report on employee data in iTrent and provide limited cover for the role as required. This may involve resetting passwords and help with the online recruitment processes.
12.	To guide and assist Managers with the Matrix Agency system, liaising with the appropriate Matrix staff when necessary.
13.	To ensure confidentiality is maintained in respect of employee information and is stored in line with Data Protection legislation and GDPR requirements.
14.	To ensure consistency and integrity of data is maintained within HR systems.
15.	To provide specific support to the HR and Payroll teams and other colleagues as appropriate.
16.	To escalate queries to HR adviser colleagues when appropriate.
17.	As a term of your employment you can be required to undertake such other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you at your initial place of works or at any other of Authority's establishments.

Special Factors

This job description outlines the main duties and responsibilities of the position and

is designed for the benefit of both the postholder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post.

This job description is current at April 2018.

Management have the right to vary the duties after consultation with you.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: April 2018

(Improvement and Organisational Development Manager)



Division:	Improvement and Organisational development
Job Title:	HR Administration Assistant
Grade:	Grade 5 (part-time 21 hours/week)
Post Number:	M275

	Essential	Desirable	How assessed
Qualifications			
Relevant NVQ Level 3 qualification or equivalent qualification.	✓		App/Doc
<u>OR</u>			
Equivalent level of appropriate HR experience as described below.	✓		App/Doc
Experience			
Experience of working in an HR/payroll environment.	✓		App/Int
Experience of working with HR systems.	✓		App/Int
Knowledge and experience of using standard software packages, i.e. major components of Microsoft Office (Word and Excel), web editing or equivalent.	✓		App/Int
Experience of maintaining and reporting on data or statistical information.		✓	App/Int
Experience of working with iTrent (HR system).		✓	App/Int
Skills/Knowledge			
Attention to detail with a focus on accuracy	✓		App/Int

and quality.			
Ability to organise and prioritise their work.	✓		App/Int
Excellent written and verbal communication skills.	✓		App/Int
Numerical skills.	✓		App/Int
Ability to effectively resolve queries by liaising with internal and external colleagues.	✓		App/Int
Ability to meet deadlines.	✓		App/Int
Ability to work effectively as part of a team.	✓		App/Int
Ability to work on own initiative.	✓		App/Int
Excellent customer care skills.	✓		App/Int
Other requirements			
Factors not already covered			
Professional appearance commensurate with representing Charnwood Borough Council.	✓		Int
Must be able to perform all duties and tasks, with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Int/Med

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

Prepared by: Improvement and Organisational Development Manager

Date: April 2018