

Lincolnshire Action Trust

Job Description and Person Specification

Job Details

Job Title	HR Assistant - Kickstart Scheme
Reports to	Senior HR Officer
Based at	Head Office, Newland, Lincoln
Hours	25
Grade/Salary	NMW for age
Purpose of Job	To assist with the smooth-running of the Human Resources function
Scale of Responsibilities	Identified record keeping/ administration tasks

Key Responsibilities

1	To be responsible for identified HR and Training & Development records and ensure the records are maintained in an accurate and timely manner.
2	To assist with organisation of, and recording of training and development for staff members.
3	To assist with operation of the sickness absence procedure.
4	To assist with implementation of defined HR and Training & Development policies and procedures across the organisation.
5	To act as a first line point of contact for the HR&T&D service.
6	To assist with recruitment for all identified vacancies.
7	Scanning, photocopying and filing of documents.

Person Specification

Area	Essential	Desirable (or skills to develop)
Knowledge and Skills	Basic IT Skills – Word, Excel, Outlook/email use	Essential skills will be developed further plus: Understanding of HR and associated processes

	<p>Ability to communicate well verbally and using the written word.</p> <p>Ability to plan & organise time and work to deadlines</p> <p>Ability to work on own initiative</p> <p>Ability to carry out accurate detailed work</p>	<p>Interpersonal & written communication skills</p> <p>Ability to listen to others and understand their position</p> <p>Teamworking</p>
Qualifications	n/a	
Previous Experience	n/a	
Personal Qualities/Behaviours	<p>High regard for confidentiality</p> <p>High regard for professional boundaries</p> <p>Ability to interact with others in a pleasant & professional manner</p>	<p>Enjoy providing support to others</p>
Other requirements	<p>Committed to valuing diversity</p> <p>Committed to ongoing personal development</p> <p>Subject to an Enhanced DBS check</p>	