

JOB SUMMARY

Post Title	HR Advisory Admin Assistant						
Job Family	<i>Business Support</i>	Pay Range	3	Line Manager to others?	No	Role profile ref	BS03
Service Area	Corporate Services – HR Operations						
Line Manager	HR Lead						
Location	County Hall						

Job Purpose			
To undertake administrative duties supporting the Human Resources operations team			
Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)			
<ul style="list-style-type: none"> • Provide a range of general administrative support, including arranging meetings and taking minutes. • Respond to general enquiries via telephone and email, signposting managers and employees to relevant policies and guidance or escalating to another team members as appropriate. • Support the team in preparing documentation e.g. photocopying/scanning, producing documentation and preparing packs. • Compile and supply data as required, support with updating various documents • Maintain and retrieve information from electronic folders and files 			
Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples.	Essential	Desirable
Practical experience within the relevant working environment.	Practical experience within an administrative environment	•	
Working knowledge of relevant processes and systems.	Knowledge of HR processes and systems		•
Knowledge of the service provided in own area.	Experience of working within a HR environment		•
ICT skills including use of Microsoft applications.	Good working knowledge of a range of Microsoft products	•	
Good verbal and written communication skills.	Demonstrable ability to communicate effectively both verbal and written	•	
Numerate and accurate with attention to detail.	Evidence of recording and providing information with a high degree of accuracy	•	
Understanding of how to deal with customers appropriately.	Evidence of working in a customer focused environment	•	
Qualifications			
Role Profile requirements.	Job specific examples.	Essential	Desirable
Educated to GCSE level or equivalent	4 GCSEs including English or equivalent	•	
Level 2 in Business Administration or equivalent (including a requirement to work towards this level) or able to demonstrate equivalent experience.			•
Other Requirements			