



SOUTH LANARKSHIRE
Leisure & Culture

HR Assistant Job Profile

Service: Support Services	Grade Scale: Grade 2 Level 1 - 4
Reports to: HR Officer	Salary: £28,340 - £37,465

Purpose of Job
To assist in the delivery of an effective HR section, providing information and guidance to managers and employees on all HR matters, which comply with HR best practice and employment legislation, whilst managing multiple complex employee relations cases.

Key tasks and responsibilities
<ul style="list-style-type: none"> • Provide advice, guidance and support on all matters relating to Conditions of Service.
<ul style="list-style-type: none"> • Assist and manage with Line Managers the application of SLLC policies and procedures including Maximising Attendance, Discipline and Grievance and Dignity at Work.
<ul style="list-style-type: none"> • Ensure the accurate and timely input to relevant information systems and produce standard and non-standard management reports in accordance with agreed timescales.
<ul style="list-style-type: none"> • To assist in the implementation of HR procedures, policies, and standards to ensure compliance with HR best practice and to meet Corporate and/or SLLC's Business objectives.
<ul style="list-style-type: none"> • To effectively participate in aspects of HR projects by contributing to agreed activities as required by management.

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training	<ul style="list-style-type: none"> • Professional HR experience. 	<ul style="list-style-type: none"> • CIPD qualified or eligible for such membership.
Skills, knowledge, experience	<ul style="list-style-type: none"> • Experience advising, supporting and managing employee relation cases including absence management. • Experience of working as an HR professional with working knowledge of employment law and applying HR processes and procedures. • Ability to cope with a demanding workload whilst maintaining high levels of accuracy ensuring deadlines are met over a wide range of tasks and competing priorities. 	<ul style="list-style-type: none"> • Experience advising, supporting and managing employee relation cases including Disciplinary and Grievance.

	<ul style="list-style-type: none"> • Experience of working in partnership with a range of stakeholders such as managers, trade unions, employees and external partners. • Excellent IT skills, including components of Microsoft Office software, with good working knowledge of using key database systems, collating information, and writing and delivering reports. 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to build rapport and professional credibility quickly with managers. • Ability to challenge and influence to ensure right outcomes achieved. • Excellent planning, organisation and analytical skills. • Absolute discretion, impartiality and objectivity at all times. • Articulate, professional and diplomatic. • Innovative and creative mind set, able to generate new ideas and challenge the status quo. 	
Other	<ul style="list-style-type: none"> • Ability to travel throughout South Lanarkshire. 	

Safer Recruitment Checks

<h3 style="text-align: center;">Safer Recruitment Checks</h3>
<p>As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.</p>
<ul style="list-style-type: none"> • Asylum and Immigration right to work in the UK.
<ul style="list-style-type: none"> • Reference check: External candidates require 2 references, one of which must be from your current or most recent employer: Internal candidates require 1 reference from current line manager.
<ul style="list-style-type: none"> • Candidate Disclosure Check, where applicable.

Behaviour Framework
The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:
Own It – what can you do
<ul style="list-style-type: none"> • Is motivated to deliver the best service possible. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad.
Be a great team - what can you do
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Work alongside internal and external colleagues to meet common objectives. • Actively and respectfully listen to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Is enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
Be Positive - what you can do
<ul style="list-style-type: none"> • Is punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.