



Gangmasters & Labour Abuse Authority

Human Resources Assistant

Summary of the role

To provide a proactive and value-added HR support service internally to the People and Change team, line managers and all staff within the GLAA; and to provide an efficient and professional service to external stakeholders, including potential recruits.

Reporting to the Senior HR Officer the role is the first point of contact for all HR related queries and is responsible for providing support via email, telephone and in person where necessary.

Workplace Values

At the GLAA all employees are expected to abide by the values we have within the organisation, Integrity, Respect, Commitment, Professionalism and Teamwork.

Integrity

Being trustworthy with an honest, responsible and reliable approach to achieve our goals.

Respect

Helping each other in a friendly, supportive and inclusive working environment to achieve our goals.

Commitment

Finding solutions with innovative ideas, sharing knowledge and expertise to achieve our goals.

Professionalism

Delivering quality, working productively with passion and pride to achieve our goals.

Teamwork

Working together to utilise each other's strengths, skills and experience to achieve our goals.

Responsibilities

- Facilitate and provide support throughout the whole of the recruitment process, including supporting managers to prepare advertisements, posting vacancies on the Civil Service Jobs system, logging and acknowledging applications, arranging interviews and being responsible for all external correspondence with applicants

- Advising recruiting managers on recruitment policy and process. Advising on assessment approaches, interview questions and attending interview panels as a HR representative
- Complete onboarding administration processes including reference requests, eligibility to work in the UK, qualifications, security clearances, pensions paperwork and payroll information
- Provide the first line of response to queries from the shared HR inbox and the Recruitment inbox, responding to queries in line with policies and procedures, or forwarding and escalating where necessary. Managing and following up actions as needed
- Update the electronic HR system (IRIS) with all people related changes e.g., recording sickness absence, checking return to work forms are completed and escalating cases requiring further support or investigation
- Prepare the monthly HR management information using data within a range of Excel spreadsheets and the HR system. Conduct an initial check for accuracy and investigate any areas of inconsistency before the second line checks are completed
- Provide payroll checking support on a monthly basis, cross checking HR records and payroll data to ensure each payroll is accurate and includes all financial changes that have been processed during the month. Challenging any concerns or corrections required
- Maintain the flexible working hours system (Flexplanner), providing initial training to employees and line managers and ongoing support to ensure that the system is accurate and is a trusted source of data
- Designated administrator for on/off boarding employees onto the GLAA Rewards and Recognition system and amending and monitoring the platform as required
- Organise meetings, circulate papers, take and distribute minutes and action points as necessary. Secretariat duties for the Health and Safety Committee and other committees
- Support the maintenance of Learning and Development (L&D) records
- Provide administrative support to L&D processes
- Act as a link between L&D and HR, providing systems data to support L&D processes
- Provide support to the HR team on a range of generalist activities
- Any other reasonable duties as required

Knowledge and Skills	
Essential	Desirable
<ul style="list-style-type: none"> • Ability to work on own initiative or as part of a team, managing and organising time to ensure tasks are completed in a busy environment • Flexible and resilient approach to shifting priorities • Knowledge of recruitment and onboarding, and ability to ensure a smooth and successful process • Experience in a similar role, dealing with all aspects of HR Administration • Excellent attention to detail to ensure records are accurate • Experience of taking minutes, at pace, for a range of confidential meetings • Ability to use MS Word, Excel, Outlook and PowerPoint to a good standard • Excellent spoken/written communication skills and fulfil all spoken aspects of the role with confidence through the medium of English • An ability to build and maintain constructive working relationships and communicate confidently at all levels 	<ul style="list-style-type: none"> • Ideally CIPD level 3 qualified or part-qualified • Experience of managing recruitment processes • Experience of using an electronic HR system • An understanding of Learning and Development activity