

# JOB DESCRIPTION

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| <b>Job Title:</b>      | HR Assistant                    |
| <b>Department:</b>     | HR Department (General Council) |
| <b>Responsible to:</b> | Head of Human Resources         |
| <b>Salary:</b>         | £26,000 - £30,500 per annum     |
| <b>Hours:</b>          | 37.5 hours per week             |

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## MAIN FUNCTION OF JOB

Be an active member of the General Assembly's staff team, contributing to the effective administration of its functions.

Provide administrative support to the Head of HR, executive staff and Conveners for the delivery of the agreed work programme for the Councils and Commissions supported by the HR Department, in a manner in keeping with the Christian ethos of the Presbyterian Church in Ireland.

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## RESPONSIBILITIES AND DUTIES

### Recruitment

1. Place agreed advertisements for job vacancies, both internally and externally using various job boards and sites
2. Provide administrative support during recruitment exercises, e.g., preparing shortlisting and interview files
3. Provide practical support during recruitment exercises as required such as greeting candidates
4. Assist with pre-employment checks (references, ID documentation, pre-employment medicals etc.)
5. To prepare offer letters and contractual documentation as required.
6. Update Fair Employment Monitoring data
7. To create digital employee files for new staff

### General:

8. Carry out the full range of administrative duties, including practical support for meetings, interviews and other events
9. Provide an efficient administrative service
10. Oversee the receipt, distribution, recording and dispatch mail
11. Monitor the HR email account, responding to or forwarding messages as required

12. Assist with general office duties, callers and visitors, dealing with enquires where appropriate.
13. Update and maintain the departmental databases as required such as right to work
14. Responsible for keeping employee files up to date e.g. removing leavers etc.
15. Process all administrative tasks associated with leavers
16. Keep various HR tracking documents up to date and accurate
17. To assist in co-ordinating and supporting witness involvement in investigatory and formal meetings and to provide other practical and administrative support as required (minute taking)
18. Provide hospitality for meetings and events
19. Record and process medical certificates
20. Monitor absence levels and ensure senior HR staff are notified if Line Managers have not taken appropriate action to address 'trigger points'
21. Manage HR file store, archiving and disposing of files which are no longer required in a safe manner in line with Data Protection Regulations
22. Undertake training required for the efficient performance of the duties
23. Contribute to overall departmental effectiveness
24. Perform any other duties deemed appropriate by the Head of HR.

The duties of the post may change over time to meet requirements within the HR Department