

## LIBRARIES NI

### JOB DESCRIPTION

<b>Job Title:</b>	Human Resources Assistant
<b>Grade:</b>	Senior Clerical Officer
<b>Salary:</b>	£24,790 to £25,183 (NJC points 5-6)
<b>Hours:</b>	36 per week (Monday to Friday)
<b>Location:</b>	Human Resources Department, Business Support, Portadown Library
<b>Responsible to:</b>	HR Executive Officer
<b>Job Purpose:</b>	Under the direction of the appropriate line manager support the administrative functions of the Human Resources department; for Resourcing and Employee Services. The postholder will operate and maintain Business Support and HR information systems to support service provision, working collaboratively with all service users to ensure timely and effective communication.

### MAIN DUTIES AND RESPONSIBILITIES

#### 1. Administrative Duties

- 1.1 Carry out all administrative functions in a timely and consistent manner, in accordance with best practice and current employment legislation e.g. record keeping, end to end recruitment processing, issuing of contracts of employment, word processing, photocopying, data input, system testing, etc.
- 1.2 Answer routine questions from line managers and staff about terms and conditions of employment and their interpretation;
- 1.3 Correspond with employees regarding terms and conditions of service, e.g. leave entitlements, salary, pension, hours, etc.
- 1.4 Correspond with job applicants in relation to job vacancies and their application process.
- 1.5 Provide administrative support to recruitment panels.
- 1.6 Input and maintain HR system records in relation to agency workers, job applicants and employees and ensure an orderly confidential office environment is maintained at all times;
- 1.7 Deal with internal and external customer queries in a professional and timely manner and ensure confidentiality is maintained at all times;

- 1.8 Collate information from a range of sources in a meaningful and user friendly format, making use of Microsoft Office e.g. Outlook, Word, Excel, PowerPoint;
- 1.9 Liaise with internal and external stakeholders about processing of payments e.g. First aid allowance, car user allowance, Advertising Agency accounts.
- 1.10 Process information on HR System and Employee Self Service systems in relation to employee records and produce and issue associated documents in an accurate and timely manner, working closely with managers and staff across the organisation.
- 1.11 Assist in maintaining the diaries of senior HR staff
- 1.12 Assist in the preparation of meeting arrangements, interviews, training workshops, PowerPoint presentations, statistics, etc.;
- 1.13 Attend internal and external meetings and provide secretariat support as required.
- 1.14 Provide administrative support to other HR functional areas.

## **2. Policy, Procedure and Governance**

- 2.1 Carry out duties in line with Libraries NI policy and procedures and ensure they are applied fairly throughout the service.
- 2.2 Assist in the preparation of returns to statutory agencies.
- 2.3 Carry out records management processes in accordance with Data Protection legislation to support governance;
- 2.4 Be responsible for the collation of relevant data to enable monitoring, analysis and reporting of information for performance management
- 2.5 Assist in the preparation and distribution of staff communications, and maintenance of HR Directorate policies and procedures;
- 2.6 Work as part of a team, which forms part of the overall Business Support function.

The post holder will be required to undertake other duties as may reasonably be requested by the Line Manager from time to time or appropriate to the grade.

This job description is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor prescriptive. Libraries NI reserves the right, in consultation with the postholder, to amend the job description to meet the changing needs of the organisation.

## **PERSON SPECIFICATION**

Applicants must provide evidence that, by the closing date, they meet the following criteria:

### **Essential**

#### **Qualifications & Experience:**

1. Hold five GCSE/GCE O' levels at grades A\*- C, including English and Maths or equivalent/ higher relevant qualification **and** a minimum of one years' relevant administrative experience in an office environment.

#### **OR**

A minimum of three years' relevant administrative experience in an office environment.

2. Experience of working in a team environment.

#### **Knowledge & Skills:**

3. Proficient in the use of Microsoft Office or equivalent to include the word processing of documents, Microsoft Outlook/email and experience of inputting and extracting data from computerised systems and producing information using Microsoft Excel/spreadsheets.
4. Proven ability to successfully prioritise tasks and work to deadlines.
5. Good oral and written communication skills and an ability to deal with a wide range of internal and external customers.

### **Desirable**

1. A minimum of one years' experience working in a Human Resources Department.

The above essential criteria will be used for shortlisting purposes. If deemed necessary essential criterion 1 may be enhanced and/or desirable may be used for shortlisting.

## **LIBRARIES NI IS AN EQUAL OPPORTUNITIES EMPLOYER**

### **Personal Qualities & Attributes**

**NB:** Shortlisted candidates will be expected to demonstrate the following throughout the selection process.

- Ability to work co-operatively in a team environment
- Positive approach to customer (internal and external) service
- Approachable and confident
- Tact and diplomacy
- Open and engaging personality
- Flexible
- Ability to work with confidentiality.