



JOB SPECIFICATION

Job Title : Human Resources Assistant

Responsible To : Human Resources Manager

Location : Selkirk AND Derby sites

Date : May 2022

COMPANY INFORMATION

Oregon Timber Frame are a division of Barratt Developments. We specialise in the design, manufacture, supply and erection of structural timbers to all divisions across the group.

Job Overview

Due to continued growth we are actively looking to increase our HR resource to assist with providing confidential and comprehensive HR support and professional advice across all aspects of our business.

A significant element of the role will be spent reviewing current ways of working under the guidance of the existing HR team.

The role will suit someone with a positive personality, excellent communication and good listening skills and a professional, proactive approach to their work.

RESPONSIBILITIES :

Brief summary of duties include :-

- To provide HR advice in the application of HR policies and procedures, escalating complex issues to the HR Manager, where appropriate.
- Assist HR team to co-ordinate and oversee HR processes for the end to end lifecycle of recruitment, starters, leavers, pre-employment checks, workforce changes across all manufacturing locations, when required.
- Assist with Recruitment Campaigns.
- Maintain data accuracy on HRMS and regularly report to monitor data quality in line with GDPR.
- Note taking at meetings as required, including disciplinary and grievance hearings.
- Work to continuously improve the HR services delivered to enhance organisational performance.
- Maintain accurate Training records and co-ordinate and arrange training for employees and our subcontract erections, when required.
- Assist with the monitoring of long and short term absenteeism, providing advice and reporting of performance.
- Arrange and monitor Occupational Health visits to ensure service standards are met.
- Support the HR Manager in monitoring HR process compliance and the effective creation and maintenance of human resource digital and paper records across all aspects of our business, ensuring compliance within the wider legal framework (Human Rights Act, Right to Work and GDPR etc).
- Co-ordinate Social events to increase employee engagement (Race Days / Team Building Events / Xmas Function etc).
- The nature of the post will, from time to time, require commitment outside of normal office hours, including evenings or working away from home – this will be coordinated with notice.

ESSENTIAL KNOWLEDGE AND SKILLS :

1. Good time management: Ability to prioritise work load in a timely manner.
2. Computer literature in the use of Microsoft packages including Word, Powerpoint, Excel and Publisher.
3. Excellent numeracy skills and attention to detail.
4. Organised and methodical.
5. Teamworking : Team player who strives to actively help others.
6. Previous experience of working within an HR department.
7. Have or be working towards CIPD accreditation.
8. Be able to demonstrate knowledge and expertise of best practice in Employment Legislation.
9. Experience of working with confidential information and in compliance to data protection regulations.
10. High degree of discretion required.

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the Company following consultation with the post holder.