

JOB DESCRIPTION

ASPIRE COMMUNITY BENEFIT SOCIETY LIMITED

POST TITLE HR Co-Ordinator

POST(S) TO WHICH DIRECTLY RESPONSIBLE Service Improvement Manager

POSTS(S) FOR WHICH DIRECTLY RESPONSIBLE N/A

PURPOSE OF THE JOB

To contribute as a member of the Learning Disability Service to provide a high quality administration service that is responsive to the strategic and operational needs of the Service.

RESPONSIBILITIES

To work as a member of Aspire on a day to day basis to provide a high quality confidential office administration service to Managers.

To support the HR managers with the organisation, administration and implementation of HR policies.

To support Managers to follow up on any issues raised in the project meetings.

To contribute as a member of the team to provide a high quality and effective service.

To ensure that priorities are met and deadlines are achieved ensuring the most effective use of time.

To undertake general administrative duties, including filing correspondence, data input and maintaining effective manual and computerised systems.

To receive and direct incoming and outgoing mail, prepare responses as required and pursue enquiries and correspondence as necessary.

Maintain various forms of recruitment documentation as necessary.

Ensure appropriate version control of key documents.

Taking and prioritising phone calls and messages.

To liaise with outside Agencies and Organisations as appropriate.

To participate in training and development activities as necessary to ensure up to date knowledge, skills and continuous professional development.

To undertake other duties appropriate to the post as required by the Chief Executive.

To comply with the requirements of all Aspire policies, procedures and staff instructions, including responsibilities under the Health and Safety Policy and Procedures.

To actively promote and support Aspire on Equal Opportunities and to work in an anti-oppressive manner.

RELATIONSHIPS

To work as a member of a team, maintaining a close working relationship with other colleagues, agencies and organisations.

PHYSICAL CONDITIONS

The post holder will be based at:

Aspire Community Benefit Society
Westfield Chambers
Westfield Business Park
Lower Wortley Road
Leeds
LS12 4PX

PROSPECTS

Promotion

Whilst no guarantee can be given to subsequent promotion, there are currently a number of higher graded posts within Aspire which potentially provide the opportunity for career progression.

Any subsequent vacancies will be filled in compliance with agreed Aspire procedures.

Training

Aspire has a positive commitment to the training and development of employees in all areas of its activities.

Similarly employees are also expected to adopt a positive attitude to any training provided and also to their own personal development.

Job Description Prepared / Reviewed:

Chief Executive/Operations Director

Date: 14/07/2016

Person Specification

Detailed below are the types of skills, experience and knowledge which are required of applicants applying for the post. The "Essential Requirements" indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under "Desirable Requirements" are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

ESSENTIAL REQUIREMENTS

SKILLS

Ability to work as an effective member of a team.

Ability to work in liaison with Senior management, colleagues, other agencies and members of the public.

Ability to pass information effectively, accurately and concisely.

Ability to produce correspondence/reports using a variety of computer software e.g. Word, Excel, Outlook etc.

Competent in the use of computer databases to store and retrieve information.

Ability to work on own initiative.

Ability to work to deadlines.

Ability to prioritise and organise own work load.

Ability to develop and maintain computerised and manual filing system and records.

Ability to work to tight deadlines and manage constant and often conflicting demands.

Ability to deal with sensitive and confidential information and ensure this information is current accessible and secure.

Ability to organise diaries and arrange meetings in an effective way using a computerised diary system.

KNOWLEDGE

Of the need for confidentiality.

Of computerised systems.

Of filing systems.

EXPERIENCE

Of HR procedures.

Of maintaining records.

Of safer recruitment

Of providing an administrative service to managers.

Of completing formal documentation.

Of working as part of a team.

Of using a variety of software e.g. Word, outlook, to produce reports and correspondence.

Of managing constant and conflicting demands.

Of minute taking and production of minutes & deadlines.

Of organising diaries and arranging meetings.

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Ability to understand and observe the Aspires Equality and Diversity Policy

To carry out all duties having regard to an employee's responsibility under Aspires Health & Safety Policies

Willingness to actively participate in training and development activities to ensure up to date knowledge and skills

DESIRABLE REQUIREMENTS

SKILLS

Ability to interrogate software

Ability to work as part of a team

KNOWLEDGE

Of Aspire procedures

Of HR policies

EXPERIENCE

Of working to resolve HR issues

BEHAVIOURAL AND OTHER JOB RELATED CHARACTERISTICS

Knowledge of the problems of disadvantaged groups.