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| A | **Post Details** | | | | | | | |
|  | Job Title: | HR Assistant | Function: | Human Resources | | | | |
|  | Location: | 4 More London | Unique Post Number: |  | | | | |
|  | Reports To: | HR Admin Team Leader | Grade: | ASG | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | Provide a comprehensive administrative service within the HR Services Team to specifically include employment references, ID cards, service and reward schemes and personal files. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Administer the company’s employment referencing and ID card procedures, ensuring deadlines are met and all necessary information is recorded to comply with DfT requirements and Company procedures.  Administer the Company’s reward schemes, ensuring vouchers are stored, issued and recorded in accordance with Company procedures and all nominations are followed through to conclusion to enable employees to be rewarded in a timely manner.  Organise award ceremonies for long service, retirements and reward schemes including preparation of all speech material and gifts.  Create and maintain the personal files for all HQ employees, senior managers and directors, ensuring they are stored securely and managed in accordance with the Company’s personal files procedure.  Provide administrative support to the HR Admin Team Leader and HR Systems & Benefits Manager as required.  Undertake the administration of any new company benefits schemes that are available to eligible employees.  Meet new starts to collect all necessary information for obtaining references and creating an employee record on the HR System and issue temporary ID cards and travel Photo ID cards when required.  Input relevant information onto the HR database including, new starts and medical results in a timely manner to ensure records are accurate and up to date.  Take notes at HR procedure meetings/hearing as required by the HR Services Team.  Raise purchase orders as necessary and ensure invoices and payments made to external parties accurately reflect the services/goods provided.  Assist the Area HR Managers/Officers with carrying out HR Audits to ensure HR policies and procedures are being implemented appropriately throughout the business. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | | Yes |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | None | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 |  | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 |  | | | | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications (including any specific safety training requirements) Good working knowledge of IT systems to include Word and Excel  Good communication skills and the ability to get on with people at all levels  Administration experience including note taking and preparing reports.  Previous experience of administration, preferably in an HR Department  Good educational background  Working towards or completion of CHRP |

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| G2 | Skills (including any specific safety critical competencies) Strong interpersonal and communication skills both written and verbal  Highly organised and able to work well under pressure  Accurate administration with meticulous record keeping skills  A flexible and co-operative approach to work | | | | |
| G3 | Behaviours Professionalism  Honesty and integrity  Teamwork, sharing and supportive | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | |  | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | Pat Davis | | Date: | 21st August 2012 |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |