

Role Profile	Executive Assistant - HR/People
Purpose of the role	<ul style="list-style-type: none"> • To assist the Head of People in providing a comprehensive HR operational service to the business • To provide a high quality administration service and policy advice related to the employee lifecycle including recruitment, induction, appraisal, reward (including payroll) and employee relations • To provide PA/Secretarial and people management support to the Secretarial Manager in relation to People related processes
Reports to	Head of People with dotted line reporting to the Secretarial Manager
Key External Relationships	3 rd party HR service providers including training companies, recruitment consultants and the outsourced payroll provider
Key Internal Relationships	Head of People Secretarial Manager Executive Secretaries People Group Partners Business Services Executive
Key Responsibilities	<p>People Processes</p> <p><i>Recruitment/new joiners</i></p> <ul style="list-style-type: none"> • Co-ordinate the end to end recruitment cycle including the recruitment in-box and candidate administration • Administer the offer process and ensure employment checks are complete • Co-ordinate and administer the induction and probationary process • To participate in recruitment interviews as required <p><i>HR Administration</i></p> <ul style="list-style-type: none"> • Draft standard letters relating to the employee lifecycle as required, e.g. changes to terms and conditions, maternity/paternity leave acknowledgements, probationary letters, leavers • Use employment law knowledge/resources to draft non-standard letters in line with agreed actions/best practice • Co-ordination of annual HR administration events, e.g. pensions and private health care renewal, appraisal

HR Systems/Payroll

- Updating of the HR database to ensure the information is clean, up to date and accurate and reflects all changes to e.g. terms and conditions, salary, new joiners, leavers etc.
- Input of all sickness absence into the HR database, ensuring it is accurate and up to date
- Co-ordinate the monthly payroll
- Maintaining the HR records/filing systems
- Contribute to the development of the HR systems/processes

HR Advice/Training and Meetings

- Record minutes/actions at formal HR Meetings and management meetings, as required
- Provide advice to line managers on the firm's People Related policies and procedures
- Deputise for the Head of People during absence in a range of agreed HR advisory tasks
- Co-ordinate training / learning and development activities

Executive Assistant duties to support the Secretarial Manager

- Carry out return to work interviews for sickness absence, escalating issues where required
- Monitor secretarial absence levels, and arrange exceeded threshold meetings when required
- Coordinate secretarial feedback meetings with the representative Associate from each department in advance of mid-year and end of year appraisals and documenting the feedback
- Take minutes at People Related meetings, as required
- Arrange dates for appraisal meetings for all secretaries, ensuring paperwork is completed correctly and on time in advance of meeting
- Maintaining secretarial objective bank
- Deputise for the Secretarial Manager in a range of People related tasks as required.

Other duties

- Contribute to People projects as required
- To produce presentation materials to support management meetings/presentations

Person Specification

Qualifications/Academic Achievement

5+ GCSE's including Maths and English (B grade +) and ideally degree level
Essential: Part or fully qualified CIPD (Foundation up to Advanced level)
Desirable, but not essential are formal Secretarial Qualification and a psychology degree or qualification

Experience	Proactive diary management Previous experience of working within an HR function with involvement in developing and advising on HR policies and procedures Experience of drafting letters across a range of HR processes
Technical skills	Computer literate (including good Excel skills) Experience of using databases and running standard reports Numeracy and analytical skills
Business skills	High levels of accuracy and attention to detail Able to multi-task and prioritise – is organised Has organisational sensitivity and is highly confidential Presentation Skills (or a willingness to develop skills)
Behavioural competences	Excellent interpersonal skills, customer service and a good team player Good communication skills (verbal and written) Flexible, pro-active and results oriented Demonstrates initiative and process improvements Confident and credible Has a commitment to professional and career development
