

JOB DESCRIPTION

<u>Job Title:</u>	HR & L&D Assistant
<u>Department:</u>	Human Resources & Learning and Development
<u>Direct Reports:</u>	None
<u>Reporting to:</u>	Head of HR

Main Job Functions:

- To provide a complete HR administration service in respect of Care recruitment.
- To assist the Care Recruitment process including shortlisting, interviewing, and on boarding in line with current timelines and standards.
- To provide induction and 1 to 1 training to Care new entrants as required
- To answer first line HR queries relating to Care Recruitment, Induction and On boarding.
- Manage the Care recruitment trackers and training staff on its use as appropriate and escalate any issues appropriately.
- To adapt to changing business needs, re-prioritising as necessary and working closely with the HR team to ensure an effective and high value service is provided to our customers.
- To work collaboratively with the HR team and customers to ensure standard processes and procedures are understood, used and amended as required.

(NB In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required).

Main Duties:

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| i. | <p>Ensure all duties are carried out in line with:</p> <ul style="list-style-type: none"> • HR policies and procedures • Corporate policies and procedures • Performance goals • Business plans • Data Protection Act • CQC requirements |
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Recruitment

i.	Liaise with and negotiate rates with external agencies. Advise Managers on cost effective media, and response statistics and influence media choices. Flag any issues with HR Business Partners.
ii.	Work with managers to ensure they understand processes and complete the necessary documentation.
iii.	Work with Managers to check recruitment requests/adverts to ensure they comply with legislation, organisation procedure and sign off processes.
iv.	Ensure recruitment information is collated and available to managers in accordance with agreed procedures and within the required timescales. Ensure any legal or Trust processes are addressed i.e. Disability Confident, removal of personal data.
v.	Undertake shortlisting and selection interviews and assessments as requested by HR Business Partners
vi.	Ensure published job descriptions and person specifications are up to date and the correct version
vii.	Support the process to request and reply to references for employees quickly and efficiently, identify and refer issues to the HR Business Partners.
viii.	Ensure DBS applications/Adult First checks are processed quickly and accurately, work with the HR Business Partners to resolve issues.
ix.	Ensure any statutory regulations/Trust procedures are adhered to i.e. DBS checks, CQC vetting requirements.
x.	Management and development of the Care Recruitment Tracker
xi.	Provide written guides as appropriate to support the above
Coaching, 1 to 1 Training and On boarding	
i.	Undertake 1 to 1 training, coaching and on boarding of Care Staff aligned to operational and CQC requirements (through face to face, Zoom or Teams)
ii.	Work with the on boarding project group to improve the on boarding of Care staff across the Trust.
iii.	Provide written guides as appropriate to support the above
Miscellaneous	
i.	Support BP's with recruitment meetings, training sessions and

	inductions. Delivering basic training and inductions where necessary.
ii.	Proactively identify where managers need support and work with BP's to put in processes so they are self-managing.
iii.	Travel to various locations (mainly throughout East Anglia) to carry out duties of the post. Limited travel is required (1/2 days per quarter)
iv.	Develop and share best practice within the HR team as appropriate.
v.	Undertake project work as required.
Note:	
In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.	

Date of Description: 05/08/20

Job Description Ref:

Prepared By: Head of HR