

# Job Description: HR Assistant - Site

**Function: Sodexo Justice Services - Human Resources**

**Position: HR Assistant – Site based**

Job holder:

Date (in job since):

Immediate manager

(N+1 Job title and name): **HR Business Partner**

Additional reporting line to:

**Position location: Site based – SJS HMP Forest Bank**

## 1. Purpose of the Job – State concisely the aim of the job.

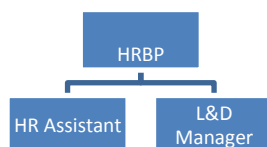
- Administer on site vetting activity for staff, volunteers and contractors
- Work as part of the HR team to deliver HR administration activity including liaison with PeopleCentre
- Support with query handling as required in a timely and efficient manner

## 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

- Characteristics
- HMP Forest Bank has 600+ employees
  - Supporting 1x Site – HMP Forest Bank HR team consists of 6 people; HR Business Partner, HR Assistant and L&D Manager, L&D Senior Officer, L&D Officer and L&D Assistant.

## 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



## 4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Co-ordinate the security vetting process (DBS and MOJ) to enable all employees, volunteers and visitors to be able to work on site, monitor regularly and escalate any concerns.
- Coordinate all re-vetting activity.
- Co-ordinate HR Administration working closely with on site managers and PeopleCentre
- Maintain and review all records to support an effective and efficient service
- On a monthly basis, produce and review payroll reports and support query resolution
- Support from an administrative point of view any contractual obligations linked to employee relations issues

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- All administration duties for the day to day operations of the HR team.
- Maintain all required databases
- Raise purchase orders as required for the HR team.
- Producing monthly management information, particularly to support payroll reconciliation and contractual reporting.
- Co-ordinate general queries to the department, directing managers and employees to the PeopleCentre and other on-line tools where appropriate.
- Act as the main site VCP (Vetting Contact Point) responsible for meeting with applicants, checking the security clearance forms have been correctly completed and that identification documents are thoroughly verified, copied, endorsed, actioned and accurate records are maintained.
- Identity Checker for the Disclosure & Barring Service (DBS) forms and key contact for any queries or questions on either the DBS or the Security Clearance Forms. The incumbent will need to liaise closely with the PeopleCentre and ensure accurate records are maintained.
- Management of ordering name badges as relevant
- Support on recruitment and interview assessments
- Support manager with interviews for (only where an appropriately trained employee is not available to assist) grievances, disciplinaries and investigations in the role of note taker, providing accurate and well-written documentation in a timely manner after the meeting.
- Any project or other appropriate activity as designated by the HRBP.
- Support the annual pay review process
- Support Initial Training Course (ITC) activity for new PCO's and OSO's including liaising with security on vetting queries, booking internal interviews and interview slots and liaising with the Resourcing team to keep on track.
- Support the non operational Induction process with a focus on the HR induction
- Manage the vaccination activity on site, liaising with external suppliers as necessary

**6. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Coordinate the whole process for Security clearances to enable all employees and visitors to work on the site.
- To co-ordinate and manage all the HR Administrations and duties for the HR team.
- Produce reports as required, with a particular focus on headcount and payroll activity

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Experience in a multi tasked, face paced administrative role
- Good organisational skills with the ability to work consistently to deadlines
- Ability to use IT to a good standard eg Microsoft Word, Excel, Outlook
- Confidentiality and discretion
- Accuracy and attention to detail
- Ability to work with different stakeholders and customers
- Professionalism and resilience

Desirable

- Previous HR experience

- Experience of SAP (HR)

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	

**9. Management Approval** – To be completed by document owner

Version	1	Date	13.06.2019
Document Owner			