

## Job description

<b>Job title</b>	Human Resources Assistant
<b>Department</b>	Management Services
<b>Location</b>	London, UK
<b>Reporting to</b>	Human Resources (HR) Manager
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Directors, Management Services Department, Staff, External Agencies
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
<b>Main purpose of job</b>	
<p>To assist the HR Manager in the delivery of a comprehensive Human Resources service in accordance with Options' strategy. The post holder is responsible for the administrative support of the full employee life-cycle from recruitment, induction and probation through to the leaver process and all other related people matters within the organisation. They will also be involved in ensuring that the payroll is processed accurately and in a timely manner each month as well as developing policies and procedures to ensure compliance with employment legislation.</p>	
<b>Main duties</b>	
<ol style="list-style-type: none"> <li>1. Provide an effective and customer focussed HR administration service to all employees within the organisation.</li> <li>2. Proactively support the HR Manager on all aspects of conduct, performance and capability issues by ensuring an understanding of associated policies and procedures.</li> <li>3. Provide advice and information to managers and staff on basic HR issues including terms and conditions of employment, policies and procedures, seeking advice from HR Manager where appropriate.</li> <li>4. Liaise with the payroll company and ensure that starters, leavers, pay awards, bonuses and changes to contracts, including pension adjustments are processed accurately in accordance with agreed payroll deadlines. Deal with pay queries and liaise with payroll and HR Manager regarding any queries.</li> <li>5. Liaise with managers and support them with recruitment in the UK by advising on recruitment methods and sources, assisting with preparation of job descriptions and advertisements, publishing job advertisements. Prepare and send applications, set up interview panels for managers and assist with issuing tests to candidates.</li> </ol>	

6. Ensure pre-employment checks are carried out including references, criminal record checks (where necessary) and the right to live and work.
7. Create induction packs for new staff and carry out inductions and follow up review meetings.
8. Optimise the use of the HR system ensuring that data is accurately recorded.
9. Set up and run standard reports.
10. Progress HR transactions, ensuring offer letters, contracts of employment, variations to contracts of employment, pay changes are processed accurately in accordance with agreed timescales.
11. Provide managers with alerts on review dates including end of probation, end of fixed term contracts and advise on related processes.
12. Work alongside the HR Manager to manage and monitor the sickness absence process.
13. Produce, maintain and audit personal files in accordance with agreed standards. Assist the HR Manager with collation of information and preparation of employee relations case histories and files.
14. Attend hearings and meetings as required to take notes.
15. Contribute to other HR initiatives and projects.
16. In the absence of the HR Manager provide cover/assistance as appropriate.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

<b>Signed by:</b>	<b>Date:</b>
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## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Good general standard of education with GCSE Maths and English A-C, or equivalent	✓	
CIPD qualified to Level 3 or above or by equivalent qualification		✓
<b>Experience</b>		
Experience of providing administrative support in a previous HR role	✓	
Working knowledge of HR in an international aid development context		✓
Experience of providing customer support and advice	✓	
Experience of working with a HR database (Options uses Cezanne)	✓	
Experience of processing and checking payroll		✓
Experience of generating HR related reports		✓
Ability to meet deadlines	✓	
Good time management and ability to prioritise workload	✓	
<b>Skills and attributes</b>		
Highly proficient in the use of Microsoft Office	✓	
Experience in minute taking		✓
Effective verbal and written communication skills	✓	
Excellent organisational skills and ability to manage own workload	✓	
Good level of numeracy		✓
Ability to manage conflicting priorities and to work flexibly with multiple stakeholders	✓	
Pro-active and takes initiative	✓	
Personable and confident, able to build relationships with key clients/stakeholders	✓	
Flexible approach to accommodate needs of the team and client group	✓	
Drive and motivated with a 'can do' approach	✓	
Able to maintain confidentiality and gain the confidence of others	✓	
<b>Other requirements</b>		
Pro-choice	✓	

Commitment to equal opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	