JOB DESCRIPTION

Job Post Title:	HR Administrative Assistant
Post No:	
Grade/Role:	4
Department:	
Location:	
Responsible to:	HR Assistant Managers
Responsible for:	N/A

Requirement to be a Welsh Speaker (Essential or Desirable):	Desirable

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To provide a quality and professional service to South Wales Fire and Rescue Service and its members, past, present and future, in a committed and flexible manner.

DUTIES AND RESPONSIBILITIES

1. To provide the HR department with administrative support to assist them in the achievement of the People Services Directorate Plans and the HR Department Plans, including dealing with general enquiries, receiving and processing of incoming mail, the administration of e-mail inboxes and sending of letters and emails.

2. To maintain and update Core HR records, ensuring that pay affecting changes are made in a timely manner and liaising with the Service's Payroll and Pensions functions accordingly.

3. To undertake checking and vetting activities (in line with Disclosure Barring Service guidance and requirements).

4. To produce letters, reports and other required documentation using Office 365.

5. To input into and maintain Excel databases, in order to support the effective function of the HR department.

6. To assist in maintaining the department's centralised stationery levels and other consumables, such as printer cartridges and paper by liaising with the Business Support function and ICT department.

7. To maintain electronic filing systems, ensuring accuracy and confidentiality, working within the department's data retention policy.

8. To assist in maintaining robust and functional IT systems that maximises the use of technology to deliver as far as possible a self-service human resource transactional service.

9. To provide advice and guidance where required to all colleagues in addressing day to day issues relating to HR activities, whilst adhering to Service policy and procedures.

10. To support HR Managers and officers on projects when appropriate.

11. To be actively involved in attraction and engagement (internal and external) activities as and when required.

12. To maintain confidentiality at all times in line with General Data Protection Regulation (GDPR) in relation to the processing and protection of personal data.

STANDARD SERVICE REQUIREMENTS

In addition to the duties and responsibilities outlined above, the post holder will be required to:-

- Undertake any other duties commensurate with the grade and post.
- Attend in-house and external training courses as required.
- Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
- Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
- Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
- Adhere to Health & Safety Legislation and Procedures and take reasonable care for the health and safety of self and others.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic

Date Job Description last revised: 00/00/0000
Recruiting manager name:

- Disciplined
- Resilient

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.