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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Graduate HR Assistant
<b>DBS check</b>	N/A
<b>Post number</b>	PRN0000167
<b>Your team</b>	Policy & Performance
<b>You would be based</b>	Civic Centre, Esher
<b>Your line manager</b>	HR Manager

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## About the role

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You will be part of the Human Resources Team which is within the Council's Policy and Performance service area. The wider team has responsibility for a broad range of areas including communications, community safety, overview and scrutiny, strategic planning cycle, performance monitoring, economic development, strategic-level consultation, HR, learning and development, health and wellbeing and business improvement.

As a Graduate HR Assistant within the team, you will support us through:

- Assisting in the planning, delivery and evaluation of a range of projects, such as creating new internal policies and changes to processes
- Managing, tracking and supporting the day to day communication between Elmbridge employees and our outsourced HR provider, MHR

Supporting the HR function of the Policy and Performance Team

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## The main purpose of the role:

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To provide administrative support to the HR function within the Policy and Performance Team. As a Graduate HR Assistant, we will aim to give you exposure to many different aspects of HR. However, it should be noted that most of the transactional activities, such as holiday balance queries and co-ordinating advertising for new staff, are carried out by an outsourced provider and a primary responsibility of this role is managing communication between Elmbridge Borough Council employees and MHR. Tracking transactions is key to this role and as such it requires a highly organised individual.

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## Specific duties and responsibilities

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- To manage the recruitment tracker and employee movement tracker in consultation with the HR Manager.
- To ensure that all payroll instructions are prepared and logged in time for the monthly payroll run and submitted to the Contractor, for example; contractual variations, new starters, leavers, contractual benefits and staff benefits.

- Manage the HR Mailbox.
- Provide appropriate reports from the HR database for the purpose of auditing and monitoring employee data.
- Assist in formal meetings, such as employee disciplinarians and grievances, undertaking such tasks as may be required.
- Support the wider team with delivery of Council's Learning and Development and Health and Wellbeing programme
- Carry out general administration tasks for the team and Finance, for example; sorting post, telephone answering, devising standard Human Resources/Payroll documents and letters and manage the HR inbox.
- Ensure electronic personnel files are maintained and filing is completed in a timely manner.
- Arrange and undertake Right to Work checks and DBS verification.
- Research and assist in the development of HR policies.
- Maintain an up to date Procedures Manual for all HR Administration processes and duties.
- Administer, promote and track usage of the Council's staff benefits schemes.
- Adhere to the Data Protection Policy and Procedure and ensure private and confidential data is kept secure and disposed of in the appropriate manner.
- Carry out duties pertinent to the scope of the post and grade as directed.

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## What's missing?

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## Confidentiality

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Graduate HR Assistant**  
**Team: Policy & Performance**  
**Salary: £23,759 - £31,584**  
 (Please note that we will be  
 appointing at the starting salary for

this post)

**Post no: PRN0000167**  
**Hours: 36**  
**Car allowance: C4**

## Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent	E	A
2	Willingness to study for a postgraduate CIPD qualification and to take up other learning and development opportunities as they arise	E	A, I

## Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
3	Experience of team work (either work-based or gained through education)	E	A, I
4	Experience of undertaking research and analysis on a range of subject areas	E	A, T, I
5	Experience of HR administration, including payroll	D	A, I

## Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
5	Able to use a variety of communication tools and able to produce reports and analysis	E	A, T, I
6	Able to problem solve and take a solution focussed approach	E	A, T, I
7	Works well with others and treats everyone with fairness and respect	E	A, I
8	Encourages new ideas and looks for new ways of working	E	A, I

9	Good IT skills (we use Microsoft 365 so experience of Word, Excel, PowerPoint as well as some database and HR system experience would be helpful)	E	A, T, I
10	Ability work to deadlines and under pressure.	E	A, T, I
11	Strong organisational skills	E	A, T, I
12	Ability to undertake notes/minutes at meetings	D	A, I
13	Able to deal sensitively and appropriately with confidential information.	E	A, I

### Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
14	Able to attend additional and external training as required	E	A
15	Willingness to work flexibly	E	A
16	Hold a valid driving licence and have access to a vehicle	D	A