

## **JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK**

<b>Job Title</b>	HR Assistant
<b>Reports To</b>	TBC
<b>Department</b>	Human Resources
<b>Location</b>	Stoneleigh
<b>Grade</b>	2

### **JOB DESCRIPTION**

#### **Main purpose and scope of job:**

- To support the HR team to provide an effective generalist HR service to the NFU.

#### **General Management and Functional responsibilities:**

- To be responsible for administering and coordinating all aspects of the employment lifecycle including but not limited to recruitment, induction, training, and leaver processes for assigned client group in a professional manner.
- To respond to employment queries as appropriate, referring to the HR Adviser/Manager as required.
- To be responsible for accurate input of payroll information into the HR Information System (HRIS).
- To be responsible for the maintenance of accurate human resource records on the HRIS and manual files.
- To accurately maintain and reconcile the HR Budget.
- To take responsibility for sourcing temporary staff within assigned client group as and when required.
- To be responsible for organising and facilitating arrangements for learning and development in partnership with the Learning and Development Adviser.
- To provide HR management reports from the HRIS on a regular basis.
- To contribute to the delivery of specific HR project streams as required including but not limited to graduate and Sugar campaign recruitment.
- To contribute to the successful delivery of HR best practice to the NFU.
- To support the HR team with any HR related issues.

#### **General**

- This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with the post holder's grade.

<b>Job Title</b>	HR Assistant
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### COMPETENCIES

		<b>Level</b>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>Understanding the NFU</li> <li>Working Together</li> <li>Personal Accountability</li> <li>Communication</li> </ul>	2 – Supporting 2 – Supporting 2 – Supporting 2 - Supporting
<b>Functional Competencies</b>	<ul style="list-style-type: none"> <li>Member Focus</li> <li>Technical Expertise</li> <li>Analysing and Problem Solving</li> <li>Decision Making</li> <li>Networking</li> <li>Planning and Organising</li> <li>Flexibility</li> </ul>	1 - Applying 2 – Supporting 2 – Supporting 1 – Applying 1 - Applying 2 – Supporting 2 - Supporting

### PERSON SPECIFICATION

<b>Knowledge and Expertise</b>		<b>How Measured</b>	
		<b>CV</b>	<b>Interview</b>
Essential	<ul style="list-style-type: none"> <li>Has a basic knowledge of Employment Law.</li> <li>Possess a good knowledge of Data Protection issues.</li> <li>Experienced in the administration in a busy environment</li> <li>Experienced in taking notes and minutes of meetings.</li> <li>Proficient user of Microsoft office applications specifically Outlook, Excel, Word and PowerPoint.</li> </ul>	✓  ✓  ✓  ✓  ✓	✓    ✓   ✓
Desirable	<ul style="list-style-type: none"> <li>Holds or is studying towards CIPD qualification</li> <li>To have previous generalist experience working in HR including administering the recruitment process.</li> <li>To have an understanding of the needs of a membership organisation.</li> <li>To have an understanding of agriculture and farming</li> </ul>	✓  ✓	✓  ✓  ✓

Communication and Relationship Skills		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ Able to communicate effectively in the written and spoken word.</li> <li>▪ To have experience in establishing and developing relationships with external suppliers.</li> <li>▪ Is approachable and establishes rapport with people.</li> </ul>	✓	✓
			✓
			✓
Decision Making and Problem Solving		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ Able to use initiative and work as part of a team.</li> <li>▪ Demonstrates a high degree of organisational and prioritising skills.</li> <li>▪ Must have excellent interpersonal skills and be able to evidence problem solving within a team.</li> <li>▪ Provides information in a timely manner and deals with issues promptly.</li> </ul>	✓	
		✓	✓
		✓	✓
		✓	✓
Financial Responsibility		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ Can maintain the HR budget.</li> <li>▪ Able to demonstrate commercial awareness.</li> </ul>	✓	
		✓	
Responsibility for Information		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ To maintain confidentiality of information and sensitive data at all times.</li> <li>▪ To produce management information reports under guidance using HRIS.</li> </ul>	✓	
		✓	
Desirable	<ul style="list-style-type: none"> <li>▪ To be proficient in updating and maintaining the HRIS.</li> </ul>		✓
Physical and Mental Effort		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ To be highly organised with the ability to juggle changing priorities.</li> <li>▪ Must demonstrate a high level of accuracy and attention to detail.</li> <li>▪ To be highly motivated to deliver an effective generalist service.</li> <li>▪ To be passionate about the contribution HR can make.</li> </ul>		✓
		✓	✓
		✓	
		✓	✓
Personal Circumstances /Additional Requirements		CV	Interview
Essential	<ul style="list-style-type: none"> <li>▪ Ability to travel when required.</li> </ul>	✓	
Desirable	<ul style="list-style-type: none"> <li>▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable).</li> </ul>	✓	

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