

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE	Law and People
POST	Human Resources Assistant (Workforce Resourcing)
GRADE	Scale 4 – 6 (depending on experience and qualifications)
RESPONSIBLE TO	Principal Human Resources Officer

JOB SUMMARY

To support the delivery of a professional HR service through providing an efficient, customer focused support service for the Team, development of internal systems and processes, collation of workforce data, and the provision of first line advice and guidance on employment policy and procedure.

To provide cover for the Human Resources Assistant (Data and systems).

MAIN DUTIES AND RESPONSIBILITIES:

To ensure the effective administration and development of processes and systems for the recruitment, employment and resourcing of the Council's workforce.

To be a point of contact for enquiries into the team and provide advice and guidance on matters related to human resources, learning and development, health and safety, equality and diversity, use of HR systems and recruitment.

To prepare and issue correspondence in relation to employment matters.

To be the system administrator for the HR/payroll system and maintain the database in an accurate and timely manner to ensure that effective control and governance is exercised on the Council's establishment.

To support the development of employment policy and procedures as directed by the Principal Human Resources Officer.

To support the development of IT systems used by the service to enhance the self-service and other options available to the workforce.

To undertake employment case work.

SPECIFIC ACCOUNTABILITIES

To ensure the accurate and timely completion of all employment correspondence.

To develop, review and keep up to date detailed working instructions for HR administration activities.

To identify, plan and implement any changes to the delivery of the HR administration service to maximise cost efficiency and effectiveness.

To co-ordinate and develop the recruitment process, provide advice on recruitment material and placement of adverts through to supporting at assessment centres and selection panels.

Review, update and develop employment policy and procedures to ensure they meet legislative requirements and employment best practice.

To support the continued review of employment and recruitment documentation used by the HR Team.

To undertake and support managers with case work relating to disciplinary issues, grievances, capability, attendance management and other formal employment matters under the guidance of HR Officers.

To co-ordinate and oversee medical appointments with the Occupational Health provider.

To ensure that internal controls are observed for any changes to the Council's establishment and provide evidence and other information for internal and external audit.

To update and co-ordinate upgrades for the HR/payroll system and ensure that accurate data is maintained and input is completed in time for payroll deadlines.

To provide management information on the Council's establishment, sickness absence, recruitment activity, annual reports and workforce and complete local and statutory employment surveys.

To maintain other IT systems and databases.

To be responsible for the production of service reports on the productivity and performance of the service against targets.

Support the effective implementation and review of the People Strategy.

To develop, review and keep up to date detailed working instructions for HR administration and advisor activities.

To provide supervision for the Modern Apprenticeship.

General

To support the achievement of the Council's Council Plan, observe Corporate Values and promote environmental sustainability.

Provide advice, information and attend meetings and training as required.

Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council's aims and objectives and in accordance with Standing

Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service's budget and performance.

To adhere to and ensure the appropriate compliance with the Health & Safety Policy.

To support, promote and comply with the Equality, Diversity, and Inclusion Strategy

To comply with the Employee Code of Conduct and Ethics Standards.

To respect the sensitivity and confidentiality of client/customer information that they may have access in adherence with the Council's Data Protection policies.

To undertake such other duties as may be prescribed from time to time that is commensurate with the experience of the post holder and the grading of the post.

Date Issued: October 2026

Issued by: Principal HR Officer