

HR Officer & Clerk to the Board

Reporting to: Business Services Director
Reports: None
Position: Full Time

Role

To support the Business Services Director in the delivery of a HR, training and wellbeing service.

To provide confidential personal assistant support to the Leadership Team.

To serve the Council, including Finance & Audit Committees and any sub-committees in the future.

To be responsible for audit and training in respect of GDPR.

To be responsible for ordering and maintaining the stationery for the business.

Responsibilities

To service the Board of Trustees and Committee Meetings including co-ordination of reports, preparation and sending of papers, taking and transcribing minutes and chasing progress requirements.

To support the Business Services Director in HR process including grievance, disciplinary, capability and redundancy programmes including minute taking and preparation of files.

To take minutes of Business Services departmental meetings and circulate as required and provide general administrative support to the Business Services Director.

To be responsible for updating the DBS portal and spreadsheet.

To maintain the sickness absence on TeamSeer and prepare quarterly reports highlighting potential issues and trends and supporting departmental managers on absence issues.

To administer the recruitment process including research, job descriptions, advertising, interview preparation and contracts.

To ensure all personnel files, both electronic and paper, are up to date and relevant in line with GDPR requirements.

To prepare the agenda and take minutes of H&S meetings and circulate as required, including chasing up departmental reports.

To monitor and report on accidents and incidents through T100, chasing further investigations and ensuring statistics are retrieved from the Operations team to facilitate reports for Trustees.

Administration of invoices, preparation of purchase orders and updating relevant spreadsheets.

Administration of training and development using the T100 management system.

Preparation of contract changes and overtime sheets monthly for finance to run the payroll.

To be responsible for DSE assessment monitoring.

To organise two yearly training for all staff on GDPR, undertake an annual audit and work with the GDPR specialist in-house on data breaches and reporting.

To assist the Leadership Team in general administration duties as required.

Supporting responsibilities

To monitor stationery supplies and order as appropriate and update budget spreadsheet.

To liaise with the wider teams as required.

To always work within the Techniquest Values and Behaviours Framework and embrace our values of Excellent, Inspirational, Inclusive, Collaborative, Empowering and Innovative.

To observe the Techniquest Health & Safety Policy at all times.

To perform other duties which are not included above, but which are consistent with the post.

Personal Specification

Qualifications

CIPD (or working towards)

L3 qualification in English, Business Administration or similar

Driving Licence is preferred

Experience

Experience of working in a HR and/or H&S environment

Experience of administration of Board papers is desirable

GDPR experience and knowledge desirable

Skills and abilities

Excellent organisational and prioritising skills

Excellent written and numeracy skills

Excellent IT skills specifically Microsoft suite including spreadsheets

Reliable, with high level of attention to detail

Ability to work with a range of external stakeholders, maintaining a high degree of professionalism and confidentiality

Hard working, self-motivating, a problem solver

Confident with a tactful and diplomatic manner

Welsh Speaker desirable