

## Job Overview:

### HR Assistant

<b>Job Title:</b> HR Assistant	<b>Location:</b> Regents Wharf	<b>Company:</b> Gratte Brothers Group (GBG)
<b>Reporting to:</b> HR Manager	<b>Key Stakeholders:</b> HR Manager, HR Business Partners, Learning & Development Advisor, Employees, Managers.	

#### Job Purpose:

The HR Assistant will assist the HR Business Partners in the day to day operation of their business areas. You will be confident with building and maintaining relationships with key stakeholders, as well as managing a diverse workload. You will seek to add value and purpose in an array of different HR activities and take a key role in projects.

#### Key Areas of Responsibility:

- Assist the HR Business Partners in the day to day operations of their business areas.
- 1st and 2nd line of contact for the HR Department.
- Build, develop and manage positive relationships within your stakeholder groups and across the Company to champion and promote best practice.
- First point of contact for HR policy queries, providing commercially focussed advice and following up with, or escalating to, the appropriate Business Partner/HR Manager.
- Manage low-level employee relation cases with confidence and flag associated risks to the HR Business Partners/HR Manager when required.
- Take notes of formal meetings and publish these within a tight timeframe.
- Manage the end to end occupational health procedure.
- Manage the recruitment and on-boarding process within your business area. Provide support and assistance to the HR Business Partners for their areas when required.
- Manage maternity, paternity, parental cases and be first point of contact for advice on these types of leave.
- Assist with large scale projects and lead small localised projects.
- Create and produce detailed bespoke reports surrounding sickness, turnover, reason for leaving, and other areas of HR.
- Review, report and manage absence, performance and sickness of employees.
- Providing support to the HR Administrator when required.

**Knowledge & Experience**

- Experience of a least one year working in a HR capacity and environment.
- Experience of note taking in formal meetings.
- Experience in creating reports that add value to the Company.
- Experience in managing and prioritising a diverse and demanding workload.
- Experience writing letters to a high standard.

**Attributes & Skills**

- Outstanding interpersonal and communication skills, both written and verbal.
- An ability to communicate with all levels with professionalism, sensitivity, warmth, and diplomacy.
- Good level of IT skills in particular MS Office.
- Discretion and an ability to handle confidential information.
- Ability to adapt very quickly and handle multiple tasks at once.
- Works with a high level of integrity.
- Excellent team member: able to contribute to the collaborate teamwork dynamic.
- Outstanding attention to detail.

**Qualifications**

- CIPD Level 3 qualified or equivalent
- GCSE, or equivalent, in English Language and Literature, grade A\*–C.
- Knowledge of statutory legislation, basic employment law, and best practice.

***This is a broad overview of the position and does not encompass all aspects of the role.  
Gratte Brothers are an equal opportunities employer and welcome applications from all.***