

# LOROS

Hospice Care for Leicester, Leicestershire & Rutland

*Being there for you  
and your family*

## **JOB DESCRIPTION**

**JOB TITLE:** Human Resources Assistant

**HOURS OF WORK:** 21 hours per week

**LOCATION:** LOROS Hospice

**REPORTING TO:** Human Resources Lead

### **JOB PURPOSE:**

This role supports the smooth administration and activities of the HR department, enabling people processes to support the organisation.

### **KEY TASKS:**

#### **1 Administration Support**

- 1.1 Create, send and record letters and correspondence relating to a staff members terms and conditions of employment and termination for example, changes to hours of work, salary, job descriptions, resignation confirmation etc.
- 1.2 Ensure that data contained within the HR software is accurately maintained on a day-to-day basis ensuring all relevant documentation relating to new starters, change of circumstances and leavers are recorded accurately in accordance with Payroll deadlines.
- 1.3 Maintain sickness absence, annual leave and other staff records within the HR database as required ensuring supporting documentation is received in a timely manner.
- 1.4 Create new records within the HR database and provide reports and statistical information to support the HR Key Performance Indicators, as required.
- 1.5 Maintain organisational charts as and when employees start and leave employment, periodically publishing to the shared drive.
- 1.6 Assist in yearly or ad hoc administration support such as calculation and input of annual leave entitlements.

#### **2. Recruitment Support**

- 2.1 Support the delivery of a timely and efficient administrative service throughout the recruitment process, ensuring all tasks are completed accurately and to required deadlines. This includes supporting; recruitment requests, posting adverts, managing

responses, interview preparation, regret and appointment communication, pre-employment checks and adding new colleagues to HR database.

### **3 Specific accountabilities**

- 3.1 Manage the organisation and administration of Core Induction, Long Service Awards and doctor rotations.
- 3.2 Take minutes at People and Nomination Committee meetings.
- 3.3 Support employee relations meetings with note taking.

Any other duties which may be required from time to time and commensurate with the role.

### **GENERAL DUTIES:**

- 1. All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.
- 2. To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.
- 3. All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.
- 4. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- 5. Co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- 6. All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

**This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.**

Signed..... Date.....  
**Postholder**

Signed..... Date .....

**Line Manager**