

Kingsley Napley

Job Description

| | |
|------------------------|-------------------------------------|
| Title: | HR Secretary |
| Hours: | 9.30 am to 5.30 pm, and as required |
| Working week: | Monday to Friday |
| Responsible to: | Head of HR |
| Department: | Human Resources |

The team currently consists of a Head of HR, Learning and Development Manager, Senior HR Officer, Recruitment Officer and HR Assistant. We are a hard working team who are client focused and enjoy the challenges of working for a busy medium sized city law firm. The Head of HR works closely with the Management Board and Senior Partners to ensure HR is closely aligned with the needs of the Firm at a strategic level.

Job Summary:

To work with a supportive HR team to provide a comprehensive and pro-active PA, general administrative and support function to the HR team and maintain and improve the HR team's efficiency through administrative duties.

Duties will include:

General administrative tasks:

- Diary management for the Head of Human Resources.
- Attendance of meetings and production of notes.
- Processing departmental invoices and updating HR budgets.
- Updating and maintaining the HR filing system.
- General photocopying and scanning.
- Any other ad hoc HR projects and general administration required within the team.

HR, Training and Recruitment:

- Producing general standard correspondence such as reference requests, payroll, work experience and recruitment queries.
- Assisting with the administration of the joiners and leavers process.
- Assisting the Recruitment Officer in the production of interview packs.
- Ensure recruitment tracking systems and recruitment agency listings are regularly updated.
- Assisting with the appraisal review process – logging appraisal completion dates and paperwork received. Producing monthly completion reports.
- Assisting with the induction process – meet and greet new starters, visa/immigration checks, production of documents, arranging appointments.
- Assisting with the probation review process – Production of documents, in liaison with the

Kingsley Napley

- L&D Manager and Senior HR Officer ensure appointments with the line manager are booked and held in accordance with the policy.
- Assisting with the administration of the delivery of internal training courses including: informing speakers and helping with materials, invitations, material production and copying, room bookings and catering requests, attendance sheets, distribution of feedback.
- Updating CPD records.

Systems:

- Become efficient in the use of all HR systems: - Empower, MyChoice and EmpowerMe and internet/intranet HR pages.
- Updating staff records and management of HR system.
- Assisting with absence administration – inputting of data relating to holidays and sickness and producing monthly reports.

Kingsley Napley

Person Specification

Job Title: HR Secretary

Essential Requirements

- Education/ Qualification:
- Basic literacy and numeracy to GCSE standard or equivalent.
 - Grade B English essential.
- Experience and Skills:
- Minimum of 1 year's administration/office experience.
 - Experience of supporting more than one person at once.
 - Experience of working for a professional services firm preferred but not essential.
 - Experience of working in an HR department preferred but not essential.
- Skills:
- Excellent attention to detail
 - Excellent customer service and communication skills
 - IT literate in MS Office
 - Strong organisational skills and ability to prioritise
 - Knowledge or experience of computerised HR systems preferred
- Attributes:
- Team player
 - Has a positive, enthusiastic, conscientious and pro-active approach
 - Ability to cope with conflicting demands and meet deadlines
 - Communicates effectively at all levels, both verbally and written
 - Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.