

KINGSLEY NAPLEY

Job Description

Title:	People Assistant
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Reports to:	People & Culture Operations Manager
Purpose of job:	As a People Assistant you will work closely with the People and Culture Team to provide comprehensive, flexible and pro-active administrative support as well as support on key people processes and projects. You will be jointly responsible for the team's operational employee life cycle processes, including new joiners and leavers.
The People Team:	The People team play a key role in delivering the Firm's business plan by attracting, developing and retaining key talent. The team is inclusive, friendly and hard working. They are driven to provide high-quality client service and work collaboratively with each other

People Operations Administration:

- Monitoring the People and Culture Team helpdesk inbox and responding to queries
- Updating and maintaining the team's digital content and communications on the portal, and relevant people team systems
- Preparing and processing invoices for payment and tracking against people team budgets
- Processing relevant staff expenses including gifts and length of service awards
- Assisting with the monthly team meetings including booking meeting rooms and preparing agendas
- Continually review and enhance the efficiency of the team's administration processes
- Assisting with the electronic and/or paper filing for the People and Culture team and other people projects and administrative tasks to assist team as required

People Operations Processes:

- Managing the on-boarding of new joiners, including drafting of offer letters and contracts, conducting and monitoring pre-employment on ongoing employment checks
- Co-ordinating the Firm's induction for new joiners
- Conducting new starter reviews at the end of week one, providing feedback to the Business Partners where appropriate
- Managing the administration of probations
- Co-ordinating the fixed-term contract process and any other contractual changes
- Managing the leaver process, including drafting letters and system administration

Systems and Data:

- Manage day-to-day employee related queries on People policies, processes and the People systems (e.g. Dynamics 365, ADP, VinciWorks, Performance Leader, CultureAmp, Vero Live)
- Supporting with payroll and benefits administration including preparing reports and processing monthly benefit invoices
- Supporting with the administration of the annual salary and bonus reviews
- General reporting of management information such as headcount, sickness, benefits, talent and development, DEI and ad hoc reporting as required
- Updating people records and maintenance of the People information systems including ADP & Dynamics
- Assisting with the firm's bi-annual check-in process, updating the online system and producing reports

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Talent, Learning and DEI

- Administration and logistics of talent processes including inductions, compliance e-learning, appraisals, objective setting, promotions, and sponsorship agreements.
- Administration and logistics of training courses and other development interventions, including tracking participants, managing diaries, liaising with suppliers, following up after courses, and collating evaluation.
- Working with teams and individuals to fulfil training requests by understanding the need and signposting them to appropriate resources.
- Assisting with the wellbeing programme, conducting research and making recommendations as well as coordination of the programme.
- Conduct research to support talent and development projects.
- Liaise with Diversity, Equity and Inclusion networks to ensure a joined up approach across the DEI agenda, supporting with events and network activity as required.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: People Assistant, People and Culture Department

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Excellent administration and organisational skills• Experience of working for a number of people at the same time, at different levels• Experience of working within a customer or client facing busy, deadline driven environment• Ability to deal with high level workloads and changing priorities• A genuine interest in People and Culture• Has a keen interest to develop knowledge and broaden their skill base to contribute to the business
Client Care:	<ul style="list-style-type: none">• Has a high standard of work and ability to complete work within agreed timescales with excellent attention to detail• Ability to work in a proactive and collaborative manner• Excellent communication and telephone skills with the ability to deal with people at all levels• Ability to deal with external contacts• Ability to remain calm under pressure and in demanding situations• Understand the importance of confidentiality, information security and data protection and act accordingly• Ability to deal with sensitive matters
Firm wide skills:	<ul style="list-style-type: none">• Strong IT proficiency including Outlook, Word and Excel, PowerPoint and ability to learn any other core systems implemented by the firm• Interest in developing an awareness of the firm's business• Adopt a firmwide approach, working collaboratively with others across the firm
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Demonstrates a positive and proactive "can do" attitude• Ability to remain calm under pressure and in demanding situations• Good use of own initiative• Takes a cooperative and enthusiastic approach within a team and is willing to help others and promote positive team relations• Self-motivated and able to multitask• Reliable with excellent timekeeping

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