

**ST JOHNS  
BUILDINGS**  
BARRISTERS CHAMBERS

## **JOB DESCRIPTION**

**JOB TITLE:** Human Resources & Facilities Assistant

**REPORTS TO:** Head of Human Resources

**LOCATION:** Manchester base but required to travel to other sites from time to time

### **JOB SUMMARY:**

To support the Head of Human Resources in delivering excellent HR services to Chambers, through the provision of efficient and effective recruitment, payroll and transactional processes, monitoring and provision of workforce information.

To support the Head of Corporate Services by liaising with providers of services and support to our facilities in all sites and ensuring that Chambers' Health & Safety responsibilities are adhered to in liaison with Chambers' H&S consultants, by coordinating and undertaking actions in Chambers and maintaining appropriate records.

To provide support in HR casework and strategic projects under the direction of the Head of Human Resources.

## **1. KEY RESPONSIBILITIES AND DUTIES**

### **1.1 HR Operations**

To assist the Head of Human Resources in ensuring effective and efficient key HR processes, including:

1. Responding to routine HR queries regarding entitlements, procedures etc.;
2. Starter and Leaver documents and processes;
3. Payroll changes and contract variation;
4. Liaison with benefits providers and communications with internal members and prospective members about renewals and opportunities to join;
5. Set up and maintenance of employee files and archiving;
6. Sickness absence administration;
7. Monitoring of the annual appraisal round;

8. Supporting managers and employees in relation to all parental leave options, advising on entitlements, preparing correspondence, notifying payroll and ensuring record keeping;
9. Maintenance of personnel files and records electronically using Chambers' HRIS and in hard copy;
10. Super-user/Administrator for Cascade HR and any future HRIS;
11. Maintenance of barrister files in liaison with the PA to the CEO and Head of Chambers;
12. Setting up new Barrister members, clerks and Pupils on MLC (diary management software), phone systems and Dropbox and liaising with our IT provider regarding the set-up of IT accounts;
13. Supporting the Head of Corporate Services with record keeping of CPD registration and any other barrister related records and administration that may be required.

## **1.2 Recruitment**

To be responsible for administering recruitment campaigns and supporting managers to ensure that due process is followed:

1. Assistance with Job Descriptions, Person Specification and Adverts;
2. Placing adverts on the company website and with external agents;
3. Co-ordinating the recruitment and selection process – receiving applications, providing recruitment packs to recruiting managers, arranging interviews and any other selection processes;
4. Assist with annual pupillage recruitment administration;
5. Equality and Diversity monitoring of all recruitment processes in line with the Bar Standards Board Code of Conduct.

## **1.3 Facilities**

To assist the Head of Corporate Services in co-ordinating facilities support and services and ensuring adherence to Health and Safety action plans for all sites by:

1. Liaising with the Health & Safety consultants regarding assessments and action plans and coordinating their implementation;
2. Assisting the Head of Corporate Services and suitable site contacts in seeking and arranging for suitable and agreed suppliers to carry out maintenance work as and when required;
3. Maintaining training records for Manual Handling, Fire Marshall and First Aider training and scheduling repeat courses when required;
4. Ensuring all regularly required activities, e.g. PAT testing, fire alarm tests and drills are scheduled, implemented and records are maintained;
5. Providing Health & Safety inductions to new joiners, including site tours (location of fire exits), manual handling training etc;
6. Maintaining contact details and diarizing regular services and visits in relation to air conditioning, heating, smoke alarms, security alarms, etc.
7. Co-ordinate annual DSE Risk Assessments, arranging more detailed assessments with the H&S Consultant as required.

#### **1.4 Employee Relations & Wellbeing**

To support the Head of Human Resources in other activities including:

1. The provision of workforce information, e.g. employee turnover, recruitment timescales, absence levels information, equality & diversity;
2. Support with strategic projects which might include: Employee engagement initiatives, e.g. staff survey, consultations, arising actions;
3. Arranging regular staff social events as part of the social committee to support cohesion between sites;
4. HR meetings, e.g. taking notes in investigation meetings and hearings, assembling bundles etc.
5. Provide HR support to managers in investigations, flexible working requests and handling of employee relations casework (under the guidance of the Head of HR as needed).

#### **1.5 General**

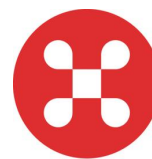
1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.
4. To work in accordance with the principles of the General Data Protection Regulations (GDPR) and Chambers' Information Management Policy and ensure the security and integrity of HR data and information.

#### **2. Key performance indicators**

- Employee and barrister files are well maintained and contain appropriate items;
- Meticulous attention to detail in relation to all pay and benefits processes and records;
- Works in a collaborative and open way with the Heads of HR and Corporate Services;
- Efficient recruitment processes with managers feeling appropriately supported;
- Timely and accurate employment documentation;
- Health & Safety Action Plans are implemented according to recommendations and regulatory requirements;
- Routine Health and Safety activities are co-ordinated and happen in a timely manner;
- Employee relations issues managed in line with Chambers Policy, employment law and best practice;
- Successful planning and use of bring forward systems to ensure operational activities in both HR and H&S are smoothly managed and important activities are not missed.

**PERSON SPECIFICATION**

**HR & Facilities Assistant**



**ST JOHNS  
BUILDINGS**  
BARRISTERS CHAMBERS

|  | <b>Standard</b>   | <b>Essential (E)/Desirable (D)</b> |
|--|---|------------------------------------|
| <b>Qualifications, knowledge, experience</b> | Educated to A-Level or equivalent standard with evidence of strong literacy and numeracy skills (i.e. strong grades in Maths and English)   | <b>E</b>                           |
|  | Relevant HR qualification   | <b>D</b>                           |
|  | Highly skilled administrator with experience of working in a professional office setting, and producing correspondence and other documents in the workplace.  | <b>E</b>                           |
|  | Strong working knowledge and experience of MS Office software in particular Word and Excel, to intermediate level or above.   | <b>E</b>                           |
|  | Good working knowledge and experience of HR administration and processes, including: recruitment, starters and leavers, contracts and changes, payroll administration   | <b>E</b>                           |
|  | Used to working with figures and calculating leave entitlements, pro-rata salaries, etc.  | <b>E</b>                           |
|  | Knowledge and experience working with Health & Safety regulations, processes, record keeping and administration   | <b>D</b>                           |
|  | HR Information Systems experience (ideally Cascade HR), for maintenance of records, running reports, absence administration etc.  | <b>E</b>                           |
|  | Clear understanding of GDPR and confidentiality rules   | <b>E</b>                           |
|  | Recording and producing basic workforce information (e.g. Equality & Diversity, turnover, etc.) using HR information systems and Excel (E). Experience of analyzing and reporting on such data from Excel through use of pivot tables, charts, etc. would be desirable. | <b>E</b><br><b>D</b>               |
|  | Experience and knowledge of advising of and administering parental leave entitlements (e.g. maternity, paternity, shared parental, adoption etc.)   | <b>E</b>                           |
|  | Experience of using survey software (e.g. Survey Monkey or Smart Survey) to create quick polls and employees surveys and download results.  | <b>D</b>                           |

|                               |  |          |
|-------------------------------|--|----------|
| <b>Skills &amp; abilities</b> | Interest and knowledge of employment and H&S legislation   | <b>E</b> |
|                               | Confident user of IT, including MS Office packages & HR databases  | <b>E</b> |
|                               | Highly organized, able to prioritise workload and plan for tasks and actions that need to be carried out in the future       | <b>E</b> |
|                               | Discrete and confidential  | <b>E</b> |
|                               | Honesty and integrity, works transparently particularly in relation to financial matters                                     | <b>E</b> |
|                               | Diligent and self-disciplined, sets a good conduct example to others.  | <b>E</b> |
|                               | Able to produce professional documentation, e.g. letters, reports, contracts, employee communications and information flyers | <b>E</b> |
|                               | Enjoys a busy transactional role   | <b>E</b> |
|                               | Strong arithmetic skills for calculating pro-rata holiday and salary entitlements etc.                                       |          |
|                               | Flexible approach to work with changing priorities   | <b>E</b> |
|                               | Confident and approachable communicator – in writing, on phone, face-to-face   | <b>E</b> |
|                               | Meticulous attention to detail   | <b>E</b> |
|                               | Willingness to learn   | <b>E</b> |
|                               | Strong customer care ethic   | <b>E</b> |
|                               | Self-motivated with ability to work on own initiative, e.g. organising staff events.   | <b>E</b> |
|                               | Good team working skills   | <b>E</b> |
|                               |  |          |