

Job Description

Job Title: HR Assistant

Reports to: HR Manager and HR Director

Job Purpose

Assist the HR Manager and HR Director to provide an effective HR service for all practice areas and support groups.

The Role

Key Responsibilities and Duties include:

Recruitment:

- Managing the recruitment inbox – responding to all speculative applications and agencies as appropriate and passing CV's on for further consideration
- Assist the HR Manager in the production of job descriptions and identifying key competencies for each role
- Ensure that all members of staff have a job description
- Liaising with agencies and organising the advertising of roles internally and externally as appropriate in conjunction with the HR Assistant
- Scheduling interviews in diaries as required in conjunction with the HR Assistant
- Screen CVs and complete first stage interviews for professional and support staff as required
- Manage the support and professional staff Preferred Supplier List (PSL) ensuring that fees are kept to an absolute minimum
- Logging all recruitment and applicant activity on OpenHR
- Ensuring that all recruitment administration is completed in a timely manner in conjunction with the HR Assistant

Salaries/Payroll:

- Responsible for the co-ordination of the monthly payroll process
- Manage the collation of payroll information and the production of monthly HR salary documentation to be used by the external payroll service
- Responsible for updating OpenHR, the HR salary database pages and all internal salary spreadsheets
- Supervising the external payroll service and liaising with them on all staff and partner matters
- Responsible for dealing with all salary queries from staff and partners
- Coordinate the sending out of salary review letters and bonus letters to all staff and FSPs
- Co-ordinate and manage payroll giving via monthly salaries

Joiners and Leavers:

- Conduct the first day HR induction for all new joiners (excluding GDP and Trainee inductions), transfers, maternity / paternity returners, etc. ensuring they receive the appropriate level of induction
- Complete the first, second and final probationary reviews for support staff (excluding GDP members) and third and sixth month reviews for professional staff (excluding Trainees) and

advising line managers / Heads of Department on any necessary action arising from performance or conduct issues and finding appropriate solutions

- Scheduling all probation meetings and sending confirmation of end of probation letters
- Assist the other HR Assistant with all administration related to joiners and leavers as required

Employee Relations:

- Organise and manage all aspects of the family-friendly processes including maternity, paternity, adoption, parental and unpaid leave and oversee re-integration on return from leave ensuring all necessary paperwork is completed and Heads of Department are kept fully up to date
- Assist with a whole range of employee relation issues as and when they arise
- Have a thorough understanding of HR law in particularly relating to contracts, terms and conditions, discrimination, maternity / paternity, dismissal processes, grievances, etc.
- Dismissal, grievances and redundancy issues – assist with these processes as required and manage the administration

Learning and Development:

- Organising and completing all of the administration for Fee Earner Lunches on a monthly basis
- Organising and completing all administration for LexisNexis and webinars
- Have a full understanding of CPD points and giving advice to the firm on what is required
- BWB Contact for INN Group Training – learning and development which involves various other law firms
- Responsible for the management and maintenance of the INN Group Training website for all law firms
- Booking all INN Group training
- Making all bookings for external training
- Processing invoices for payment
- Keeping a record of all external training and CPD points achieved by fee earners
- Collating course data, including confirmation, at the end of the CPD year for review by the Management Board
- Responsible for the External Training budget
- Organising and booking parental coaching for staff members as required i.e. Maternity and Paternity coaching

Appraisals:

- Assisting the HR Manager with the scheduling of internal soft skills appraisal training
- Liaising with training providers re training requirements in the absence of the HR Manager
- Assisting the HR Manager in coordinating with soft skills training providers to gather their requirements for the day and arranging the logistics for the training sessions
- Assisting the HR Manager with sending and collecting appraisal training feedback forms

Policies and Procedures:

- Knowledge and understanding of all the firm's policies and their practical application in order to provide advice and support to all staff

HR Administration:

- Ensure that all staff personnel changes are documented and updated on BWB Net/OpenHR
- Ensure that all HR filing and archiving of leaver files is up-to-date
- Respond to tenancy and employment reference requests
- Work alongside HR Manager and HR Assistant in managing the data contained in OpenHR, ensuring it is accurate and up-to-date

- Ensure that staff on maternity/paternity leave are invited to all firm events (Away Day, Christmas Drinks, Carol Service and Children's Christmas Party)
- Liaise with the Marketing department regarding BWB News on a monthly basis
- Act as the HR contact for First Aiders attending quarterly meetings with the First Aiders to discuss any issues and/or training requirements

General:

- Respond to ad hoc HR queries on a day-to-day basis
- Cover for the HR Assistant as required
- Have a full working knowledge of OpenHR
- Undertake ad hoc projects as and when required

Person Specification – experience and attributes required:

- Experience preferably in a legal or professional services environment
- Awareness of latest developments within employment legislation
- Evidence of interest in, and commitment to, the success of the firm
- Understanding of and commitment to BWB's values and ethos which can be seen at www.bwbllp.com
- Excellent communication both written and verbal
- Confident individual with a proactive attitude
- Exceptional interpersonal skills, demonstrating professionalism in all dealings
- A self starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty
- Ability to manage assigned tasks in an assertive, efficient and timely manner
- Proven ability to deal with confidential matters and with discretion
- Must be able to multi-task and keep calm under pressure
- Good team player
- A good working knowledge of Microsoft Excel and Word and HR database skills
- Excellent attention to detail
- Proven ability to provide a customer focused service
- Excellent, proven organisational skills
- The flexibility to work outside normal office hours as may be required from time-to-time