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**JOB PROFILE:** HR Apprentice

**RESPONSIBLE TO:** HR Advisors (EL) &(L&D)

**RESPONSIBLE FOR:** N/A

 **PURPOSE**

 To work within the Company’s Equality and Diversity Policy, Health and Safety Policy, Customer Service and Performance Policies ensuring that these are complied with throughout all activities within the scope of this role to ensure the highest standards of customer care.

Ensure that all activities undertaken are carried out to the highest standards of integrity and professionalism in accordance with the Company’s policies and procedures.

**KEY ACHIEVEMENT AREAS:**

HR Generalist

1. To provide administration support for all HR matters to a high-quality standard and within agreed timescales.
2. To process letters, forms and reports in a timely manner.
3. To support managers with basic queries on policies and processes.
4. To support the HR Advisor (Employment Law) with the whole employee life cycle.
5. To monitor the Human Resources mailbox ensuring that emails are responded to in a timely manner or that the email is escalated to the appropriate team member.
6. To advise managers on basic terms and conditions queries.
7. To support the HR team with reviewing current processes and implementing ideas to improve our HR function
8. Input and maintenance of data onto the HR system ensuring that all employee records are accurate and updated
9. To attend meetings as note taker as required
10. To maintain confidentiality at all times and ensure that letters or forms do not breach data protection legislation.
11. To provide administrative support for the recruitment process from start to finish.
12. Ensure all internal HR processes and procedures are adhered to
13. To undertake a HR Apprenticeship and apply learnings and best practice to the role.

Learning and Development

1. Undertake administration tasks associated with learning and development activities:- update training records in Cascade, produce SkillGate analytics/reports, send training invites in Outlook, process training invoices in OpenAccounts and compile attendance lists.
2. Update the TeignAcademy SharePoint intranet page with engaging news posts and articles
3. Assist the Learning & Development Advisor in overseeing the management of the TeignAcademy
4. Design, produce and analyse staff engagement surveys and produce internal comms
5. Support the Respect for People Group and help to promote Equality and Diversity initiatives around the business

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| No job profile can cover every issue which may arise within the post at various times and the jobholder is expected to carry out other duties requested by the Head of People and Technology. |

Signed by Post Holder: …………………………………………………………………..

Print Name:…………….…………………………………………………………………..

Date: …………………………………………………………………………………………