



Cumberland Council

Post Specification

Date	September 2023
Post Group Number	8192
Post Title	HR Assistant – Pay and Reward
Job Family	OS
Job Family Role Profile	OS7
Final Grade	Grade 7

To be read in conjunction with the job family role profile

Service Area description

The HROD Service delivers professional and enabling HROD services that are aligned to the strategic priorities of the Council's Strategic Plan. The service provides comprehensive support to employees, managers, Trades Unions and strategic partners to support the full employee lifecycle: attraction, recruitment, onboarding, development, retention and exit/leaving.

Purpose of this post

To support the work of the HROD Service pay and reward team carrying out a range of duties which result in the production of high quality work and the delivery of core processes.

Key job specific accountabilities

1. Support the pay and Reward team with the provision of effective advice, guidance, coordination, and support.
2. Day to day management of the HR portal, responding to or triaging as necessary.
3. Provide ongoing support to the other teams within the service as required.
4. Contribute to the development of HROD policies, procedures, and guidance, undertaking research and analysis as required and also responding to straightforward external benchmarking requests via systems such as Basecamp.
5. Manage and maintain the data, information and records held, to ensure integrity of the Council's pay and grading system. Maintain the integrity of role profiles as the organisation evolves; ensuring records are accurately maintained, referenced, and stored for easy access.
6. Organise and support pay and grading processes, including the coordination, and recording of moderation and grading panels, ensuring timely processing and consistency in approach. Identify and implement improvements to processes as appropriate.
7. Coordinate and maintain the HROD internal and external web pages, ensuring content is accurately recorded and updated in line with current standards. Regularly review documents to ensure the most up to date information is published.
8. Support budget tracking and reporting, including raising purchase orders, invoices, and other expenses.
9. Coordinate, record, and monitor responses to Freedom of Information (FOI) requests on behalf of the HROD Service.
10. Assist with HR projects, initiatives and activities as required.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget

Responsibilities

- Some processing of invoices and requisitioning as required.

Staff Management Responsibilities	<ul style="list-style-type: none"> • Some provision of advice and guidance to colleagues and employees
Other	None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • NVQ 2 or 3 or equivalent demonstrable experience or knowledge in the relevant work area. • Committed to ongoing personal development. • Thorough, accurate and well-organised with ability to prioritise own workload. • Knowledge of procedures in the service area and how to apply them. • Knowledge of defined business area and context of relevant policies and procedures. • Appropriate technical knowledge • ICT competent with skills relevant to the work area 	
Disclosure and Barring Service – DBS Checks	
Not required	
Job working circumstances	
Emotional Demands	Minimal
Physical Demands	Minimal
Working Conditions	Agile working, office based.
Other Factors	
<ul style="list-style-type: none"> • n/a 	