

Role summary

The Human Resources Assistant will work within a team of 2 assistants to provide a responsive and effective HR support to Foster + Partners employees and the rest of the HR team. The person must be able to work within a team, be self-motivated and proactive. You will be working alongside a team of 20 HR professionals including Learning + Development, Global Mobility and Reward team members.

Role definition

Job Title: HR Assistant

Reporting to: HR Advisor

Responsibilities

- Greet visitors to the HR department in a friendly and helpful manner
- Respond to phone/email enquiries. Monitor and respond to emails that come through to the HR shared mailbox
- Provide 1st line advice to employees where appropriate
- Recognise and action when issues need to be escalated in the HR team Conduct data audits as and when required
- Ensure all data entered onto the HR system is correct and entered in a timely manner.
- Create and maintain electronic files for all employees and file important documents and emails
- Complete reference letters
- Prepare contract change letters
- Organise meeting rooms, couriers and catering where required
- Undertake research as requested by Advisory team and Head of HR
- Run reports as requested
- Assist with annual holiday reconciliation
- Process employee lifecycle changes, including starters, leavers, maternity, paternity, changes to contracts
- Report on absence and escalate within HR any issues or patterns identified
- Take notes at meetings and prepare documentation for the Advisory team and Head of HR
- Assist with annual salary review and bonus process
- Assist with and cover other members of the HR team and undertake ad hoc duties as requested
- Maintain an up to date awareness of employment law and HR knowledge including being compliant with GDPR
- Identify ways to streamline HR processes and implement improvements
- Complete monthly KPIs
- Any other project or task that is required by the HR team.
- Process leavers
- Set up and conduct exit interviews and ensure data is recorded

- Distribute CV's to the relevant departments via applicant tracking system.
- Setting new starters up on HR systems and tracking data input
- Prepare offers of employment globally using templates. Using the HR system Sage and DocuSign Manage communications with candidates
- Coordinating the new starter reference process with PeopleCheck
- Coordinate weekly inductions
- Coordinate probationary periods escalating issues as appropriate
- Assist new joiners with opening bank accounts, work permits and visas
- Coordinate work experience placements and internships
- Assist with administration regarding HR benefits and payroll benefits e.g. cycle to work and season ticket loans,
- Support with visa applications, coordinating with immigration lawyers and our people
- Coordinate Skilled Worker visas
- Prepare international mobility documentation including international assignment contracts, extensions and return from assignments.

Qualities and skills required

- Legally able to work in the country in which the position is based.
- Fluency in English, both written and spoken is essential including being able to draft documents with grammatical accuracy and ability to communicate well at all levels of the organisation.
- Excellent Microsoft office skills particularly Excel and Word
- Knowledge of Sage People + DocuSign
- Excellent administration skills
- Excellent organisation skills and the ability to co-ordinate and manage people, events and data
- Methodical, accurate and have excellent attention to detail including accurate data entry skills
- Able to demonstrate initiative and a pro-active approach to daily tasks
- Be committed to maintaining and promoting the high standards of the role, department and Company and maintain a high standard and professional image at all times
- To ensure discretion is exercised when dealing with sensitive information and enquiries and to ensure confidentiality is maintained at all times
- Able to work as part of an effective team assisting and supporting HR team members
- Professional and confident telephone manner
- Demonstrate enthusiasm, flexibility, commitment and reliability
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure while remaining calm and professional at all times
- Able to work to deadlines and timely delivery of information
- Must enjoy working in a very busy, fast paced environment
- Knowledge of the architectural industry would be an advantage

Desirable

- Able to build good relationships at all levels, internally and externally.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition

to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

April 21