

People & Culture Assistant

Job Description and Person Specification



People & Culture Assistant

Hours	30 hours per week
Leeds Mind Grade	Grade 2
Contract	Permanent
Location	Clarence House, Horsforth, Leeds, LS18 4LB with occasional travel across Leeds and surrounding areas
Annual Leave	28 days a year plus 8 Statutory holidays, rising to 31 days after 3 years
Pension	3% employer contribution, 5% employee contribution, enhanced by salary exchange
Probationary Period	6 months
Reporting to	People & Culture Team Leader
DBS Check Level	Basic

Introduction

Leeds Mind is the city's leading mental health charity. We have faith and optimism in our clients and so the services we deliver are built around their needs. We support the people of Leeds to discover their own resources to 'recover' from periods of poor mental health, and to live life independently with their mental health condition.

Our values of Being Open, Supportive, Brave, Connected, and Resourceful are pivotal to the work we do.

Reporting to the People & Culture Team Leader, the People and Culture (P&C) Assistant will provide first-line support for all People-related queries from managers and employees, and be responsible for all P&C administration and HR Information System (HRIS) data input and reporting.

Belonging at Leeds Mind

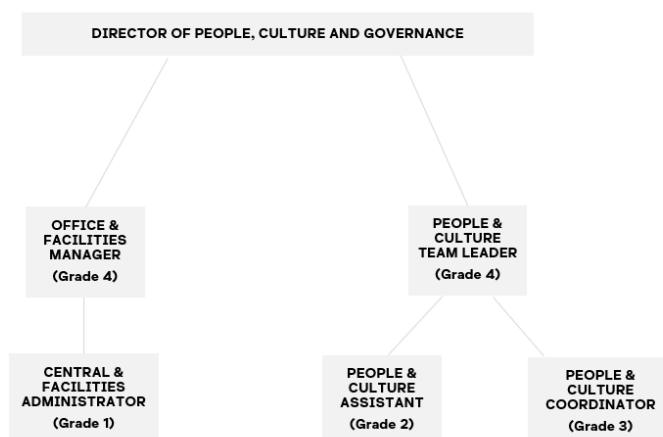
Leeds Mind is committed to creating an inclusive environment and being an equal opportunities employer - We believe that inclusive practices should be part of everything we do. We are committed to ensuring that our colleagues, volunteers, and service users feel a sense of belonging at Leeds Mind that gives them the confidence to share their unique perspectives and experience.

To find out more about how we are developing this you can click [here](#).

Purpose of the role

Reporting to the People and Culture Team Leader, this is a key role within the People & Culture team at Leeds Mind. It oversees all employee HR administration, HRIS input and development relating to the entire employee life cycle. The main focus of this role is providing an excellent people experience to all employees and volunteers, and supporting the wider People and Culture team with a wide range of procedures and projects.

Team Structure



Main Tasks and Responsibilities

HR

- Provide customer-focussed first-line People and Culture support across the full employee lifecycle, in accordance with all Leeds Mind policies and procedures, UK employment law, GDPR and Charity Commission regulations, ensuring prompt escalation to the People and Culture Team Leader where necessary.
- Become a subject matter expert on all Leeds Mind policies and procedures.
- Maintain thorough monitoring and management of the HR Services email inbox at all times.
- Ensure clear visibility of workloads and progress made including maintaining HR Trackers and other administrative checks, ready for audit checks completed by People and Culture Team Leader.
- Proactively assist the People and Culture team with policy review work and project support, including Equity, Diversity, Inclusion & Belonging, and Wellbeing to ensure continuous improvements of the service.
- Supporting the People and Culture Team Leader with note-taking at formal meetings where necessary.
- Prepare all monthly payroll administration to ensure the accurate payment of all employees.

Recruitment

- Provide timely and effective end to end recruitment and onboarding administration, including producing accurate written terms and conditions for all employees and volunteers as required.
- Ensure filing of all applications, interview documentation and correspondence in line with GDPR requirements.
- Set up all new starters on the HRIS and monitor progress of their induction process and probationary periods, sending appropriate reminders to line managers as necessary.
- Ensure compliance with legal and Safer Recruitment checks (eg. Right to Work, and DBS) for all employees and volunteers.

Training and development

- Maintain the training system for all mandatory and additional training monitoring completion rates, and identifying and responding to any problems.
- Design and deliver training to employees and volunteers to ensure effective and efficient implementation of People and Culture systems and procedures.

HRIS

- Manage and maintain up to date records for all employees and volunteers within the HRIS system.
- Monitor employee sickness absence and produce weekly sickness reports for the People and Culture Team Leader.
- Produce monthly comprehensive People reports for each service area as required by the People and Culture Team Leader.

Organisation

- Coordinate the issue of regular internal communications for employees and volunteers, including monthly newsletters.
- Provide coordination and administrative support for organisational events, including Colleague Conferences and wellbeing activities.
- Support the People and Culture team with the maintenance of the People and Culture SharePoint pages.
- Own the Policy Review schedule supporting Senior Leadership Team with policy review reminders and updating Sharepoint/HRIS with new policies.
- Participate in 1:1s, performance and development, including Leeds Mind mandatory training.
- Attend and participate in service/team meetings.
- Work within the framework of Leeds Mind's policies and procedures.
- Promote the values, behaviours and ethos of Leeds Mind.
- Respond and report on safeguarding concerns in line with the Leeds Mind safeguarding policy and procedure.
- Living our core values every day.

- Undertake any other reasonable duties as and when required.

Person Specification

	Essential	Desirable
Knowledge/Qualifications	● GSCE English and Maths (or equivalent) at grade C/4 or above ● HR policies and process knowledge ● Employment law understanding ● Knowledge of Safer Recruitment checks (Right to Work, DBS)	● CIPD qualification (level 3 or above) ● Employment Law training
Skills/Ability	● High level of IT skills, proficient with a wide range of Microsoft Office programmes (Word, Excel, Outlook, PowerPoint, CRM Database) ● Outstanding attention to detail, organisational & prioritisation skills ● Confident communication and customer care skills ● Ability to work autonomously & use initiative ● Ability to build positive working relationships both internally and externally. ● Minute and note-taking in meetings.	● Ability to troubleshoot basic HRIS issues and develop functionality.
Experience	● Proven experience administering & advising within a professional context, ensuring legal and organisational compliance ● Experience of handling confidential and/or sensitive information ● Experience of using HRIS & presenting data	● Experience undertaking HR administration and projects ● Experience working within P&C / HR within third or mental health sector ● Experience of recruitment & onboarding administration ● Experience of payroll administration

Behavioural	● Optimistic and resilient to deal with conflicting priorities and, at times, complex administration ● A growth mindset and desire to make Leeds Mind a better place for colleagues and volunteers and the people we support ● Lives our values every day – Being Open, Supportive, Brave, Connected, and Resourceful. ● Open to change and able to work flexibly in line with the needs of the service/organisation. ● Commitment to working in partnership with service users, management, and employee. ● Understanding of the challenges faced by people experiencing mental health difficulties. ● Demonstrate a commitment to equality and diversity in the workplace. ● Commitment to safeguarding clients and others you may come into contact with as part of your role.	● Lived experience of mental health difficulties.