

## JOB DESCRIPTION

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<b>Job Title:</b>	Human Resources Apprentice	
<b>Service Area:</b>	Human Resources	<b>Team:</b> Human Resources
<b>Organisation:</b>	Anglia Revenues Partnership	
<b>Reports to:</b>	Senior HR Business Partner	
<b>Responsible for:</b>	N/A	

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### Main Purpose of Job:

To assist in providing an effective and efficient administration service under the direction of the Human Resources Business Partner for ARP. This will include all aspects of pre-employment administration, daily processing of information that arrive in HR, scanning, photocopying and supporting the HR Business Support person whilst undertaking a relevant qualification.

### Key Responsibilities:

- To set up all recruitment folders with advert, job descriptions, person specifications, authorisation to recruit and all other relevant documentation for recruitment purposes
- To liaise with recruiting manager on advert requirements, gain their agreement to wording, style and advertising media before advertising internally / externally
- To liaise with online and external recruitment and advertising providers and keep track of applications received
- To respond to all applicant requests and save applications received through various media, with regular updates to recruiting manager and HRBP on progress
- To provide recruiting manager with application details to enable them to select candidates for interview
- Arrange & confirm interviews, assessments and provide all documentation required for recruiting manager
- Send application regrets and successful letters once advise after the interview process
- Commence offer process, references, sending documents, confirming start date, iTrent/ESS set up and keep Team Manager, HRBP and Trainers updated with new starter commencement arrangements
- Complete all first day / induction admin and ensure all forms are completed and processed
- Complete any recruitment reports or audit requirements including new starter details, iTrent reports, probationary review dates, driving documents, DBS/Disclosure Scotland and any other info required of the HRBP or HR Business Support
- General administration tasks including the post, scanning, filing, printing for the HR service area
- Participate in job fairs, events, career events and work with job centre/libraries and other services relating to recruitment
- Update assessment tools and questions used and introduce new assessment tools as required for roles
- Support the HR team on any HR tasks and project work
- Updating our ARP website and intranet, including social media and keeping these 'live'
- Keep focused on your Apprenticeship qualification, recording off job training and ensure you meet the evidence requirements for your qualification
- To undertake any other appropriate duties as assigned by the HR Business Partner

**Additional Note:**

Vulnerable People

We are committed to safeguarding and promoting the welfare of vulnerable people and we expect all employees to share this commitment. All employees must familiarise themselves with the Safeguarding Children and Young People and Guidelines for Working with Children and Young People policy.

Health Safety & Environment

Managers are responsible for the health and safety of their staff and their actions that may affect others; this is clearly set out in the Health and Safety Policy. It is the duty of all employees, while at work, to take reasonable care of their health and safety, and of other persons who may be affected by their activities; this includes colleagues, contractors and members of the public.

All employees must familiarise themselves with the Health and Safety and Environmental Policies.

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Note: This is a description of the job as it is constituted at November 2017 but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of ARP and employing council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is both Councils' and ARP's aim to reach agreement to such reasonable changes with the post holder but if agreement is not possible the Councils and ARP reserve the right to insist on changes to the Job Description after consultation with the post holder.

On signing your Statement of Particulars it will be deemed that this Job Description has been accepted by the post holder.