



JOB DESCRIPTION : HR Assistant

Department	HR Department
Location	Swansea.com Stadium
Remuneration	£20,000.00 -£25,000.00 (pro rata for part time)
Report to	HR Manager
Contract	Permanent Contract
Working Schedule	30 – 40 hours per week, working hours generally Monday to Friday Match/Event Day working on occasions.
The Role	The HR Assistant will provide efficient and effective support to the HR Manager. This is a HR generalist role and will provide exposure to all aspects of the employee lifecycle.
Recruitment	<ul style="list-style-type: none"> • Liaise with hiring manager to ensure job advert is drafted appropriately • Set up application form and link • Advertise job specifications across a multitude of jobs boards/recruitment sites • Ensure on expiry of the role the link is closed and advert removed from club website • Extract Equality Monitoring Data • Attend Jobs Fairs/Recruitment Days
Onboarding Tasks	<ul style="list-style-type: none"> • Organise pre-employment checks (DBS, references, qualifications, RTW) • Collate New Employee Form details • Send link to employee induction and handbook • Organise with the Operations Department appropriate accreditation and site access • Liaise with HR Manager regarding offer letter and employment contract • Set new employee up on Health Insurance and Cash Plan
Management of Systems and Processes	<ul style="list-style-type: none"> • Aid managers and employees with the Leave Booking System • Arrange for probationary review forms to be sent to employee and manager • Provide guidance to managers on policy and process • Assist in disciplinary/capability/absence management meetings as note taker • Assist the HR Manager in the update and distribution of policies
Ad-hoc	<ul style="list-style-type: none"> • Provide change of detail forms



	<ul style="list-style-type: none"> • Assist in updating organisational chart • Assist in obtaining equality monitoring data for all employees • Provide general day to day administration support (scanning, filing, photocopying, shredding)
General	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Adhere to a strict Code of Confidentiality in respect of any information relating to Swansea City Football Club and its operation. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • Take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • Comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance as necessary.
Person Specification	
Skills, Knowledge, and Experience	<p>Essential</p> <ul style="list-style-type: none"> • A minimum of two years working within an administrative role • Excellent IT skills and confident user of all Microsoft Packages • Previous experience handling confidential information • Previous experience note taking within meetings <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience working within a HR specific role • Working knowledge of HR functions and best practice • Knowledge of employment law
Personal Qualities	<ul style="list-style-type: none"> • Excellent interpersonal skills • Highly organised and able to manage multiple tasks • High level of confidentiality • Exceptional communication skills, verbal and written

The closing date for this vacancy will be **5pm on Sunday 06th November.**



If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#).

Please note CV's will not be accepted.

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.