

**Job Code:** PA to Regional Managing Director & HR Advisor

**Reporting to:** Regional Managing Director and functional responsibility to Head of HR

**Purpose:** To assist the Regional Managing Director in a PA role

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### Achieving Results

#### PA to Regional Managing Director

- All secretarial duties
- Making appointments and arranging meetings
- Maintaining personnel records and assisting with recruitment (HR)
- Organising staff events
- Office H&S Committee member

### Managing the Process

- Typing of correspondence, reports, spreadsheets, memos, e-mails and filing. Responsible for overseeing collation of monthly Regional Report
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- Making appointments and arranging meetings for Regional Managing Director. Taking telephone calls, messages and diary management.
- Responsibility for Petty Cash float for the Region; recording expenditure and arranging reimbursement of float as necessary
- Responsible for organising staff briefings, staff outings or social occasions as required.
- Attend quarterly office H&S meetings and complete action points
- Complete office audit checks on a quarterly basis

### Serving the Customer (Internal and External)

- Arranging internal regional meetings
- Taking of minutes and circulating to senior management team
- Responsible for Human Resources Advice for the Region (see separate job profile)
  - Dealing with all personnel correspondence and maintaining personnel files
  - Updating all staff records
  - Generally liaising between Head Office HR Department with any queries raised.

## Managing People

### Monitor and Feedback on Performance

- Carry out annual and interim Performance & Development Reviews
- Control attendance

### Comply with Lovell Policy and Employment Legislations, relating to;

- Recruitment
- Induction
- Discipline & Grievance
- Health, Safety and Welfare
- Absence Management

### Regularly Communicate

- Liaise and work closely with the Regional Managing Director on clarity of business of communicate to staff

### Give and Receive Feedback

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### Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

## HR Advisor

**Reporting to:** Regional Managing Director and functional responsibility to Head of HR

**Purpose:** To provide all necessary administrative support to the Head of HR and the central HR function and provide HR Advice on procedure to Regional Senior Management Team

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### Achieving Results

- HR Advisor - Ensure that the personnel files are kept up to date and accurate
- HR Advisor - Ensure that all necessary administration in relation to employees is carried out in a timely and accurate manner
- HR Advisor - Manage effectively any requirement to communicate with employees.
- HR Advisor - Ensure all processes and administration are followed and completed in relation to Recruitment and Selection and Employee Relations
- HR Advisor - Carry out other administrative tasks as required
- Training Advisor - To provide a support service throughout the region regarding training and development, and facilitating central training policy and strategy within the region.
- Car Controller duties - Dealing with company cars, fuel cards and commercial vans

### Managing the Process

- Ensure that a personnel file is set up for each new employee
- Ensure that all appropriate paperwork is actioned and filed on the individual's personnel file
- Ensure that all leavers files are dealt with in accordance with the HR Manual
- Maintain up to date records of absence and report to payroll
- Contact employees' doctors with regard to absence through illness and referring them to Occupational Health as required
- Make any administrative amendments to employees' personal records
- Deliver HR procedures to new starters at quarterly Regional Inductions
- Establish the most effective means of communication e.g. meetings, telephone, e-mail with all employees
- Ensure that copies of any relevant documents are retained for record purposes
- Ensure employees follow correct HR procedures for recruitment and selection process keeping up to date records of all forms
- Keep up to date records of progress of applications for each potential vacancy

<b>Technical Skills and Knowledge</b>
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	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
Producing accurately typed documents			
Liaising with staff regarding any queries and information required			
Dealing with telephone calls			
Knowledge of IT packages including Word, Excel and Powerpoint			
Dealing with confidential personnel matters			

<b>Training Matrix</b>
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A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site on the intranet. Full course descriptions explaining the content of these courses are also available on the intranet.