



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Trainee HR Advisor		
<b>Department:</b>	Human Resources	<b>Section:</b>	Human Resources
<b>Reports to:</b>	Senior Personnel Officer		
<b>Grade:</b>	E2	<b>Job Code:</b>	104HR4
<b>Job Purpose</b>			
As a Trainee HR Advisor your role will be to assist with the tasks associated with the full range of employee life cycle processes covering recruitment, contracts, payroll, sickness absence, employee relations and other HR matters and to build up the necessary knowledge, skills and professional competencies necessary to become a fully qualified HR Adviser.			
<b>Main Accountabilities:</b>			
<p>The exact nature of the work will vary according to the day to day operational needs of the HR department, but the main duties and accountabilities will include:</p> <ul style="list-style-type: none"><li>• Carrying out a wide range of administrative functions performed by the HR Department, including, but not limited to, the processing of local and overseas recruitment, maintaining employee records, assisting with payroll and providing cover for other team members in undertaking all those functions as and when required.</li><li>• Providing first line advice and support to members of the public, staff and managers as appropriate on HR queries and enquiries and working closely with all FIG departments, increasingly in an advisory and support role.</li><li>• Advising and aiding line managers and staff alike to better understand HR policies, processes and procedures and how to apply them in the workplace.</li><li>• Undertaking recruitment tasks such working with recruitment managers to agree recruitment timetables, reviewing job description and adverts, advertising jobs, managing applications, arranging interviews, updating and maintaining information within the recruitment systems, communicating offers and drafting the requisite recruitment documentation, as well as ensuring the quality of documentation throughout the process and advising on best practice.</li><li>• Ensuring appropriate pre-employment checks are completed for new starters.</li><li>• Drafting, administering and maintaining HR records, including but not limited to, employee records, case files, management information and pay related data and maintaining information systems in a manner that ensures accuracy, confidentiality, rapid access and ease of use.</li><li>• Providing support and attending meetings as necessary in relation to casework. This may involve minute taking and or note taking.</li><li>• .Assisting in the production of statistics and reports as necessary.</li><li>• Ensuring accurate electronic and paper based records are maintained to auditable standards including personnel files.</li><li>• Support the HR team in the management of content of the HR internet and intranet pages.</li></ul>			



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- Interpreting and advising on employment legislation issues as necessary within the scope of own expertise/knowledge and the parameters of the role.
- Liaising with managers and staff as required to ensure effective communication and advice is given on HR issues (having gained a thorough working knowledge and in depth understanding of the Management Code).
- Contribute as necessary to HR initiatives/projects.
- Individually, and as part of the team, providing general office support eg handling mail, dealing with callers/visitors, filing, photocopying, collation of documents and maintaining office materials as required.
- Raising purchase orders, ordering goods and processing invoices.
- Arranging ad-hoc meetings by checking attendee's availability, booking venues, circulating agendas and relevant papers and where necessary, taking minutes.
- Supporting, contributing and complying with quality and governance standards as required.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***

## **Additional Information:**

This role is a perfect opportunity for someone who is relatively early on in their HR career or someone with excellent administration skills and is looking for their next step in HR.

You will have the opportunity to carry out hands on work from the outset of your appointment as a trainee HR Adviser, and be given increasingly more responsibilities and training so that you eventually become ready to secure a role as a qualified HR Adviser in the department.



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<b>Person Specification:</b>	Trainee HR Advisor		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
5 years plus relevant work experience in a similar role covering a broad range of support tasks and procedures in a demanding environment	✓		A/I/R
Experience with a wide variety of customers and delivering a highly customer focused service	✓		A/I/R
Skilled in using Microsoft office applications including MS Word & Excel or equivalent applications and able to adapt to and apply new technology in work-related situations	✓		A/I/R
Experience of dealing with high volumes of work effectively in a deadline driven environment	✓		A/I/R
The ability to work under pressure whilst maintaining accuracy and ensuring good attention to detail	✓		A/I/R
Ability to effectively prioritise and progress those priorities in a timely and efficient manner	✓		I/R
The ability to communicate fluently in English both verbally and in writing and to draft concise, effective and informative reports/briefs/minutes etc	✓		A/I/R
Experience of developing and maintaining spreadsheets effectively	✓		A/I/R
Significant experience of ably working through administration procedures in a busy office environment	✓		A/I/R
Highly organised with excellent administrative and time management skills	✓		A/I/R
Able to follow instructions and procedures without close supervision	✓		A/I/R
Highly numerate logical thinker with excellent presentation skills.	✓		A/I/O
Excellent inter-personal skills and the ability to develop effective professional relationships with work colleagues, Members, the public and all other service users	✓		I/R
Good analytical and problem solving skills.	✓		A/I/R
Able to demonstrate effective active listening skills.	✓		I
A basic knowledge of HR & its key principals and functions		✓	A/I



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Knowledge of HR administration procedures and associated documentation		✓	A/I
Experience of HR database systems		✓	A/I
Experience of basic payroll administration		✓	A/I
A basic knowledge of key employment practices and legislation		✓	A/I
Knowledge of how Government works and experience in financial and recruitment procedures		✓	A/I
<b>Personal Attributes:</b>			
Committed to providing quality customer service	✓		I/R
Mature, supportive and helpful attitude	✓		I/R
Able to maintain discretion and confidentiality	✓		I/R
Accepts responsibility and takes accountability for one's own actions	✓		I/R
A self-starter, with considerable initiative, but able to work in a small team in order to achieve its objectives	✓		I/R
Ability to work flexibly if required and undertake additional hours as necessary	✓		I
A genuine interest in developing a career in HR.		✓	I
<b>Qualifications and Training</b>			
QCF/NVQ 3 qualification (or equivalent) in an appropriate field	✓		A/I
A valid Driving Licence	✓		A
Associate Diploma in People Management		✓	A

NB Equivalent combinations of educational qualifications and experience may be considered.

**Note to Applicants:** Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.

## Method of assessment:

A - Application Form    I - Selection Interview  
R – Reference            O - Other