



## JOB DESCRIPTION

**Job Title:** Human Resources Assistant

**Post Reference No:** HR02

**Reports to:** People Manager, Finance Director

**Grade/Salary:** £15,000 per annum

**Hours:** 3 days/21 hours per week, between 9:00am and 5:00pm.

**Status:** Permanent, subject to a probation period of six months.

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The Lulworth Estate is well-known for its iconic landscapes and inspiring heritage, such as Lulworth Cove, Durdle Door and Lulworth Castle. Supporting local communities and attracting around one million visitors a year, we operate diverse business operations to include tourism and leisure, weddings and events, education, retail, hospitality, property, farming and forestry.

An exciting opportunity has arisen for a Human Resources Assistant to join our People Management team where they will be integral in providing high quality HR services to our employees across our varied business operations.

The successful applicant will play a crucial role in providing essential HR support, ensuring the smooth and efficient management of HR processes. This position offers flexibility and the chance to gain valuable experience within a dynamic estate environment with the opportunity to be supported through professional qualifications. Responsibilities will include supporting recruitment, managing employee records, training coordination, and day-to-day HR administration, helping to create a positive and productive work environment.

### **Main Tasks and Duties:**

- **HR Administration:**
  - Provide general HR support by maintaining employee records (including Holiday and Sickness Absence records) ensuring that all data is accurate and up-to-date, and assisting with employee-related paperwork (e.g., contracts, changes in terms).
- **Recruitment Support:**
  - Assist in the recruitment process, including posting job advertisements, coordinating interviews, conducting reference checks, and helping with the onboarding process for new employees.
- **Training Coordination:**
  - Support the HR team in organising training and development programs, including coordinating schedules, tracking attendance, and maintaining training records.
- **Employee Queries:**
  - Be the first point of contact for general HR queries from employees, providing advice and support on HR policies, procedures, and employee benefits.

- Payroll Support:
  - Assist with payroll administration by preparing and verifying data for monthly payroll, including absences, overtime, and other employee-related information.
- Health & Safety Support:
  - Assist with ensuring the estate's health and safety policies are followed, helping to manage records and supporting any related HR activities.
- Compliance & Reporting:
  - Help ensure the estate complies with employment law and regulations by maintaining accurate HR records and assisting with HR reporting as required by management.
- Other:
  - Ordering uniform and maintaining accurate records.
  - Providing support at the Estate Office reception desk as and when necessary.

**Duties Expected of All Staff:**

- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- To regularly review, adapt, and improve systems and procedures.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, customers and visitors.

**This range of tasks should not be construed as definitive or exhaustive due to the changing external environment within which the Estate operates. Other duties may be required within the general scope of the post.**

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Good standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 HR qualification or equivalent.</li> </ul>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Experience in a fast-paced busy office.</li> <li>• Experience in a previous Human Resources role or similar.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the estate, leisure or tourism industries.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Experience in data entry.</b></li> </ul>	
<p><b><u>Skills and Abilities</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Excellent accuracy and attention to detail.</b></li> <li>• <b>Strong IT skills including understanding of general software packages such as Microsoft Office, in particular Excel and Word.</b></li> </ul>	
<p><b><u>Personal Qualities</u></b></p>	<ul style="list-style-type: none"> <li>• <b>Excellent timekeeping.</b></li> <li>• <b>Excellent communication and interpersonal skills.</b></li> <li>• <b>Strong team player.</b></li> <li>• <b>A positive, 'can-do' attitude.</b></li> </ul>	

**Competencies Required of All Staff:**

- Professional interpersonal and communication skills when dealing with colleagues, visitors and external bodies at all levels.
- A positive, can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.
- Enthusiastic with ability to motivate.
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- Active commitment to equal opportunities

**Terms and Conditions:**

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Lulworth Estate A Fund.
- The salary for this post will be £15,000 per hour..
- Working Hours will be 3 days/21 hours per week, between 9:00am and 5:00pm.
- The annual leave entitlement will be 28 working days to be taken during the period 1 January to 31 December inclusive of bank holidays or Christmas closure days. This will be pro rata for part time employees.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with regular reviews.
- The notice period will be dependent on the contract type.
- Membership of the Peoples Pension Scheme is available.
- *The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.*

**Statement by appointed person:**

(Section to be completed following offer of post to successful candidate)

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Human Resources Assistant** at the Lulworth Estate.

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....