



TRINITY HOUSE

## ROLE PROFILE

### PEOPLE SERVICES ASSISTANT

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#### JOB PURPOSE

Provide general administrative support in relation to all aspects of the People and Culture Department, as directed.

<b>Key Responsibilities</b>	<b>Occupational health and absence management</b>	<ul style="list-style-type: none"><li>▪ Organise occupational health clinics and schedule meeting appointments.</li><li>▪ Maintain occupational health surveillance records.</li><li>▪ Administer the rules for the payment of occupational sick pay.</li><li>▪ Maintain the sickness absence log and input sickness forms.</li><li>▪ Monitor and chase for outstanding medical forms.</li><li>▪ Maintain Alcometer calibration.</li><li>▪ Record seafarer's medical certificates (ENG1) and ensure timely revalidation.</li></ul>
	<b>Employee relations</b>	<ul style="list-style-type: none"><li>▪ Arrange grievance and disciplinary meetings, prepare hearing packs and undertake note taking.</li></ul>
	<b>General duties</b>	<ul style="list-style-type: none"><li>▪ Process and record all invoices in accordance with Finance Department procedures.</li><li>▪ Extract budgetary information from the finance system monthly.</li><li>▪ Contribute to general and other Trinity House projects as required.</li><li>▪ Undertake general administration in support of the People and Culture function.</li><li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.</li></ul>
	<b>Service delivery</b>	<ul style="list-style-type: none"><li>▪ Contribute proactively to the development and continuous improvement of services for the benefit of the wider organisation.</li><li>▪ Take a digital-first approach and proactively seeks smarter ways of working</li></ul>

<b>ENTRY REQUIREMENTS</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of administration, preferably within HR, where attention to detail is crucial</li> <li>▪ Working collaboratively with external providers and internal stakeholders, including managers and employees.</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 5 x level 2 qualifications including English and Mathematics, or a level 2 qualification in business administration or relevant subject</li> </ul>
	<b>Professional Competencies (CIPD)</b>	<ul style="list-style-type: none"> <li>▪ Service delivery</li> <li>▪ Ethical Practice</li> <li>▪ Valuing people</li> <li>▪ Passion for learning</li> <li>▪ Working inclusively</li> </ul>

**For the benefit and safety of all mariners**

[www.trinityhouse.co.uk](http://www.trinityhouse.co.uk)

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