

HR Assistant – Job Description

Role Purpose:

To provide administrative support to the Human Resources team in relation to the full employee lifecycle and HR Operational work.

Key Responsibilities:

- Embrace and role model the desired behaviours to exemplify our Company values, promoting an ethical, positive company culture.
- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To support the end-to-end recruitment process which includes managing applications, arranging interviews and offering roles to successful candidates. Ensuring that the Applicant Tracking System is up to date and accurate at all times.
- To manage a busy shared recruitment inbox, responding to all candidate and manager related queries, offering helpful advice and guidance on all recruitment matters.
- To support the new starter onboarding experience by preparing and sending new starter contracts, setting up personnel files and collating new starter information such as references and medical checks.
- To administer HR related documentation including contracts and letters, with appropriate confidentiality via our document management system.
- To manage the shared HR inbox, responding to all internal and external queries which relate to a broad range of HR activities (such as reward and recognition, HR system guidance, annual leave, and other general queries).
- To administer all activities relating to Learning and Development, which includes coordinating and booking training, including liaising with training suppliers. In addition, supporting the coordination of all internal and externally delivered development programmes.
- To ensure all employee information is accurately recorded and maintained in our HR system (this includes personnel and pay information, training records etc.). Ensuring that this information is stored and accessed in a compliant way according to CPI's various business standards (GDPR, GMP etc.).
- To raise POs and action invoices to ensure goods and services are purchased and processed in a timely manner.
- To support other team members in learning each area of the employee life cycle and helping the wider HR team on projects and other activities, as and when required.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

HR Assistant – Job Description

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: No direct reports

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to Level 3 (or equivalent) in an admin/HR/business related subject.	Educated to CIPD Level 3 (or Higher).

Competencies and behaviours	
Leadership (Core)	Decision Making (Core)
<ul style="list-style-type: none"> Respects and values our diverse people and the differing talents, skills and backgrounds that they bring to projects and day-to-day work. Has a positive influence on those they are in contact with. Gains the respect and confidence of colleagues and supports them in achieving their goals and targets. 	<ul style="list-style-type: none"> Within area of expertise recognises, identifies and defines problems. Generates and evaluates alternatives, draws conclusion and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented by working as a team and with and focused outcomes to be delivered.

HR Assistant – Job Description

<ul style="list-style-type: none"> Aligns their behaviours and actions to our PRIDE values, vision and goals. 	
Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people’s viewpoints, keeping an open mind and embracing new ideas. 	<ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one’s own performance and actions, and invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
Collaboration (Core)	Delivery (Core)
<ul style="list-style-type: none"> Establishes effective working relationships with other colleagues. Builds and maintains a network of internal and external contacts. Actively seeks, values and incorporates different views and ideas to broaden their prospective, embracing differing perspectives and unconventional ideas. 	<ul style="list-style-type: none"> Plans, prioritises and leads own area of work to deliver specified and agreed outcomes (time and standard). Accurately scopes out length and difficulty of tasks, and repeatedly estimates correct amount of time needed for tasks. Refers to lessons learnt from other projects/ tasks with related scope. Acts with minimal supervision or direction by being purposely empowered to make decisions when needed. Pays attention to detail and delivers accurate and high quality outputs.

Knowledge and Experience:

Essential:	Desirable:
Experience of working in a busy office environment and managing a high volume and varied workload.	Experience of working in a HR/L&D function. Experience of coordinating events, appointments and meetings.

HR Assistant – Job Description

Experience of using Microsoft Office systems in a business setting.

Experience of business systems to process information accurately and efficiently.

Signature of Job Holder	
Printed name	
Signature	
Date	