

We're **recruiting**

Join The du TEAM





HR Assistant

Location: DLL HQ, Trem Y Dyffryn, Denbigh

Salary Grade: Grade 5 £26,835 - £29,903 per annum

Hours: Full time, 37 hours per week

Contract: Permanent

Responsible to: HR Systems Implementation Lead

Closing Date: Friday 25th July 2025

**Mae'r ddogfen hon yn ddwyieithus / This document is available in Welsh / *Mae'r ddogfen hon yn ddwyieithus / This document is available in Welsh*

Job Description

Job Purpose:

We are seeking to appoint an experienced administrator to join our team to assist with day to day admin duties within the company's HR team to provide systems and administrative support, along with advice and guidance to employees and managers on HR matters.

The successful candidate will have excellent ICT skills along with a working knowledge of HR information systems. Candidates will need to have excellent communication and organisational skills. It is essential that candidates are able to plan, organise and prioritise their own workload.

The role will act as the first line of contact for the HR Department and provide high quality consistent advice, support and guidance to managers and employees on all HR related queries. It will also complete transactional activities associated with the employee lifecycle across the company within agreed procedures, standards and timescales.

The role will play a key role in assisting the wider development of the company's HR management systems.

Principal Accountabilities and Responsibilities

- Provide effective day-to-day support, advice and guidance to employees and managers on all aspects of human resources, as guided by the company's policies.
- To resolve queries through built knowledge / research of company policies and escalate more complex queries to the line manager.
- Act as the first line of contact for the company's HR operation and provide an excellent customer service to all contacts at every opportunity.
- To provide technical support on all aspects of the company's HR management systems.
- To work with the HR Systems Implementation Lead to continually develop the company's HR management systems.
- Administer end to end employee lifecycle transactional processes, including new starters, contract changes, leavers etc. on the company's HR management system.
- Administer and monitor the recruitment process including preparing vacancy packs, the issuing and monitoring of contractual documentation, and relevant pre-employment checks (e.g. Disclosure & Barring Services (DBS), references, Right to work in the UK (RTWIUK) and other on-boarding requirements). To all be monitored via company's HR management system.
- Ensure weekly monitoring takes place with regards to safer recruitment checks to ensure that the company meets its safeguarding responsibilities.
- Ensuring the accuracy of employee information on the company's HR management system and associated electronic document filing.

- To review HR processes and consider improvements maximising the use of the company's existing platforms.
- Ensure adherence to policies, standards and agreed company processes.
- Assist with maintaining the company's HR management systems and Staff Hub. To include updating documentation; archiving and identifying improvements.
- To attend employee relation meetings to take minutes as and when requested.
- Carry out project work as requested on the company's HR management system.
- Provide administrative support to the wider 'People' team within the company.
- Any other duties as required commensurate with the grade.

Any other duties commensurate with the grade and salary of the post:

- Contribute to the planning, development and organisation of HR systems/procedures/policies.
- Organise internal training events as required.
- Manage manual and computerised record/information systems.
- Compile and collate complex documents and other HR based tasks.
- Ability to operate ICT packages (e.g. Word, Excel, databases, spreadsheets, internet)
- Undertake other relevant duties as agreed by Line Manager.
- Ensure confidentiality is maintained at all times.
- Provide a point of contact for external suppliers in the absence of the HR Systems Implementation Lead.
- Provide a technical point of contact in the absence of the HR Systems Implementation Lead.

Knowledge and Experience

- Experience of general HR support and administration.
- Certificate in Personnel Practice or other HR qualification.
- Excellent numeracy/literacy skills.
- Excellent communication skills
- Effective use of ICT equipment.
- Excellent ICT skills.
- Work constructively as part of a team, understanding roles and responsibilities.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ensure confidentiality, tact and diplomacy are maintained.

About Us

Denbighshire Leisure Ltd. is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

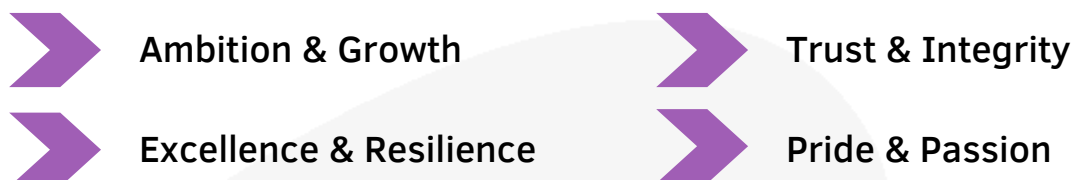
The Denbighshire Leisure team are a well-established, passionate and driven team, with a culture of high performance and excellent customer service. Our past successes have led us to where we are today, with an excellent reputation in all our facilities, and a hard working team who thrive on the customer having the best experiences possible.

We expect our staff to be committed to;

- Providing an excellent standard of service at all times
- Their own self development and the development of our business
- Working flexibly across sites where needed
- Supporting team working, supporting their colleagues and our customers

Our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All employees of Denbighshire Leisure Ltd. are entitled to a variety of benefits, including discounted gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and support for applications for career breaks and secondments.

Our Values





THANK YOU FOR YOUR INTEREST

Apply via our website: <https://denbighshireleisure.co.uk/careers/>

For more information please email people@denbighshireleisure.co.uk

We will shortlist for interview once the vacancy has closed, and if you have been selected for interview, you will receive an email with the details. Please ensure you check your junk/spam folders.

Mae'r dogfen hon hefyd ar gael yn y Gymraeg / This document is also available in Welsh