

Barriers in marketing planning assignment

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**ASSIGN
BUSTER**

To act as the main point of contact for the union's regional and national staff training and development managers. To support the HARD Officer on the tendering, contract development and review of external training provision. Development and maintenance of appropriate systems and procedures as required. Advice to users on HER systems including resolving or supporting the resolution of problems related to the operation of the HER system. Supporting development and roll of HER system to Head Office departments and Regions. This to include training users to understand and use system modules.

Make presentations and train staff in the operation of the HER system modules on a regular basis. Writing updates on training manuals. To develop and maintain administrative systems and procedures to provide administrative support for HER projects. For example arranging meetings, collating and circulating papers, preparing statistical reports, entering data on IT systems and following up action points. Supporting special projects within the directorate as and when required. Support the HER Officers and managers in researching and developing existing and new policy and procedures.

Administration of head office and senior regional recruitment and appointments. PAY AND GRADING Supports Pay and Grading Review and management of Pay and Grading system. Duties to include: maintained post P review. Support and act on dissemination of information to managers and staff as appropriate. Provide advice on P procedures within clearly defined protocols. Ensure that regrading are processed once approved. Provide

reports as required on numbers of regrinding in relevant Head Office/
Regions as requested.

Designs and produces regular statistical reports on HER information for the Staffing Committee and managers egg. Starters, leavers, turnover, recruitment campaigns, sickness absence, other absences, ethnic monitoring etc. Works with HER officers to regularly update staff establishments Ensures information on all staff is correctly and regularly updated. Work with and help co-ordinate the work of temporary staff and to ensure information on all staff is correct and regularly updated. May be asked to supervise temporary staff on particular areas of work.

Cover aspects of inputting absence. Provide administrative support to investigations under the UNISON'S Disciplinary and Harassment procedures. Take minutes at Staffing Committee and Staff Negotiating Committee meetings as required. Works with the Occupational Health provider to facilitate screening programmed for staff is an equal opportunities employer, committed to providing equal opportunities regardless of race, marital status, gender, sexuality, disablement or age.

This Person Specification is designed to help members of interviewing panels edge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunity policy. It is given to all Job applicants for information. Considerable experience of Human Resources administration Experience of producing accurate and complex employment/contractual documentation and correspondence Experience of using a Human Resources IT system Knowledge of general office practices

and procedures Knowledge of general IT systems and applications including spreadsheets, word processing and databases

Experience of producing letters and documentation using information technology Experience of maintaining comprehensive records Experience of proportioning workload, time management and dealing with conflicting priorities.