

Human Resources Assistant

Reports to: -

Head of HR

Location: -

75 King William Street, London

(We operate a Hybrid Working Model)

Date: -

December 2021

This role is a part-time position – 21 hours spread over 3 days per week (ideally Monday, Wednesday and Thursday).

Flood Re is a re-insurance Scheme that makes flood cover more widely available and affordable.

Flood Re is a joint initiative between the UK Government and Insurers. Every insurer that offers home insurance in the UK must pay into the Flood Re Scheme. This Levy raises £180m every year that we use to cover the flood risks in home insurance policies, purchase further reinsurance against catastrophic flooding and to run the Company.

Flood Re will run until 2039 and is tasked with ensuring that the market will then be offering policies with premiums based on actual flood risk. This is an exciting opportunity to join a respected and highly motivated team in an Human Resources position.

Purpose

The HR Assistant will carry out a variety of administrative duties for HR function as required. This role will work closely with the Head of HR and the HR Advisor assisting with all aspects of the employee life cycle as well as maintaining employee records.

Principal Responsibilities

- Maintaining employee personnel files and records
- Logging and filing various forms including, holiday requests, sickness absence forms, training request forms and appraisals forms
- Preparing and amending where necessary HR documents including letters, forms, reports and contracts and completing data entry tasks
- Updating and maintaining the HR section of SharePoint intranet site
- Co-ordinating the new starters, leavers and movers processes, supporting the HR Advisor as required.

- Setting up various meeting and diary co-ordination, such as booking training courses, interviews and induction meetings
- Provide general administrative support to the Head of HR and HR Advisor in relation to Pay and Benefits, Recruitment and Resourcing, Learning & Development, Health & Wellbeing and Employee Engagement and Recognition activities
- Support the HR team with any adhoc projects and tasks as required

Risk Responsibilities

- Act as First Line of Defence, to identify and manage risks, generate and review risk information, and to take appropriate actions to maintain the risk exposure within appetite. Risks should be reported to ExCo and the Risk Function

Information Security Responsibilities

- As a member of Flood Re, you are expected to foster a security-aware culture through your own actions and behaviour by exercising good judgment, being aware of Information Security risks, compliant with policies, diligent in the completion of Information Security training, mindful of any suspicious activity and proactive in your response to it.

Knowledge and Experience

- Recent administrative experience gained in a Human Resources environment
- Organised, able to plan and work efficiently, prioritising as required
- Strong IT skills especially confident using Microsoft Excel, Word and PowerPoint
- Good communication and interpersonal skills
- Discretion is required as this role will deal with highly confidential information

Regulatory Responsibilities

As Flood Re is dual regulated by the Financial Conduct Authority and the Prudential Regulation Authority, you will be expected to abide by the required regulatory obligations placed on you, as required, depending on your role.

Under the current Senior Managers Certification Regime, this role is:

a Conduct Rules role and therefore, you will be subject to:

- the First Tier Conduct Rules.

I have read, understood and agree to fulfil the role and responsibilities as set out in this job description

Signed (job holder):	
Name:	
Date:	

