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| **Job title** | HR Officer |
| **Service** | Corporate Services |
| **Reporting to** | HR Manager |
| **Weekly hours** | 37 hours per week |
| **Grade/Salary** | £35,235 to £37,938 per annum (increasing to £40500 subject to job evaluation) |

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| **Job description** |
| **The role:** |
| HR Officers play a key role in supporting the development and implementation of HR policies & procedures, initiatives and systems across a wide range of service areas.  Responsible for providing high quality, legally compliant advice and support to managers for all employee lifecycle events, postholders also contribute to the work of the wider HR and OD service. |
| **Main responsibilities** |
| * Providing advice and support in respect of the full employee life cycle i.e. support managers with recruitment and selection, on-boarding, induction, training, performance management, attendance management, employee relations issues and transfer and exit arrangements. Work with managers to develop their knowledge and understanding in these areas. * Support and advise managers regarding the appropriate application of policies and procedures. Attend and participate in an advisory capacity in timely, formal meetings arranged in accordance with those policies and procedures. * Manage an allocation of HR related casework with support and guidance from the HR Manager. Proactively support managers on a variety of casework (discipline, grievance, attendance, probation, capability). * Design, develop and evaluate effective HR systems, policies and procedures with regards to best practice, corporate objectives and legal compliance * Contribute to the updating and development of appropriate HR guidance relating to policies and procedures and maintain the content of information systems to ensure managers and employees are able to access current policies, information and FAQ’s. Support and encourage managers and employees to self-serve. * Research and respond to information requests in accordance with legal and corporate timescales. * Work with the other HR officers and business partners to devise and deliver a suite of training courses and coaching to support service and organisational objectives. * Develop innovative ideas and solutions to support organisational development through the analysis of management information and the production of people metrics and action plans. * Support the development and maintenance of the HRMS, contribute ideas to increase efficiency of information systems and processes. Assist with implementation of developments to the HR systems. * Monitor employee attendance to ensure and support appropriate management action is taken. Work in partnership with managers and the Occupational Health provider to achieve effective absence management. * Work collaboratively with colleagues, managers and service providers to ensure the effective delivery of HR business essentials. Guide and advise the HR assistants with transactional processes and support with more complex queries. * Monitor the legal and best practice landscape, carrying out research and making recommendations for the continuous improvement of the HR systems and service. Develop or revise HR policy and procedures in response to legal changes, having regard to best practice, corporate objectives and legal compliance. * Develop own knowledge and skills in HR best practice and employment legislation in order to take the lead in on projects and initiatives.   **Other Duties**  The duties listed are not exhaustive and may be varied; therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager. |

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| **Person Specification** | | | |
| **Category** | **Requirement** | **Essential or Desirable** | **Assessment method**  Application form (AF)  Interview (I) Test (T) |
| **Qualifications/**  **Training** | CIPD associate diploma or equivalent experience. | **Essential** |  |
| **Experience** | Using IT packages specifically MS Office: Word, Excel, Outlook and Power Point. Excellent knowledge and experience of HR management information and learning systems for recording information, completing tasks and generating information and documentation.  Previous experience working in a fast paced HR team, providing advice on HR policies & procedures, employment law & employee relations issues.  Developing and delivering training to managers in a wide range of HR subjects, and supporting users of HRMS and employee self-service systems.  Experience of applying policies and procedures consistently and in accordance with legislative requirements.  Experience of dispute resolution and of working effectively & collaboratively with managers/employees, to build trust and support the achievement of appropriate outcomes. | **Essential** |  |
| **Knowledge/**  **Understanding** | Employment legislation including contract law, equality, diversity, TUPE, along with good understanding of case law and ET rulings.  Current trends and new initiatives in HR best practice.  Job evaluation and developing pay structures | **Essential**  **Desirable** |  |
| **Skills/Abilities** | Excellent verbal communication and interpersonal skills, able to present information effectively to a range of audiences, in a manner appropriate to the recipient.  Proven written communication skills including report writing, note taking and the ability to research, draft and revise HR policy or procedure.  Able to form and maintain effective working relationships with colleagues, service users and 3rd parties.  Able to support managers in the implementation of organisational change.  Aptitude for problem solving and rational decision making skills.  Able to develop innovative ideas, solutions and practical approaches to dispute resolution. Organisational and time management abilities: able to demonstrate excellent planning, prioritising and organising skills to effectively meet varied and demanding priorities  Ability to analyse HR management information and trend data to produce actions plans to support corporate and service objectives and business planning.  Able to positively contribute to the team and adapt to new ways of working. | **Essential** |  |
| **Other requirements** | The post holder may be required to attend evening meetings and events. |  |  |
| **General** | | | |
| Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.  It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.  The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.  We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination. | | | |