

JOB DESCRIPTION

Post Title:	HR Officer
Location:	Head Office, Hybrid, Home
Hours of Work:	Part Time (21 to 28 hours to be negotiated)
Accountable to:	Head of Finance and Business
Responsible for:	No Reports
Salary:	£25,921 FTE
DBS Eligibility:	No (see below) Basic checks

Please note that this position is not deemed to meet eligibility for an enhanced level DBS check. However, the post-holder will be expected to supply a self-declaration and a Basic Criminal Records Disclosure Certificate prior to commencement of employment as part of our Safer Recruitment Policy.

Job Purpose

To provide comprehensive administrative support on day-to-day HR matters and be responsible for the monitoring of policies, staff training, staff wellbeing programmes. With a small team, be responsible for Data Protection matters.

A. Main Responsibilities

1. To provide a comprehensive administrative support service across the organisation on all day-to-day HR functions including, but not limited to, monitoring holiday and sickness, staff training, recruitment, induction and leaver processes.
2. To act as the first point of contact for HR enquiries, providing advice and guidance as required and escalating as appropriate.
3. To manage thirtyone:eight's internal policies, ensuring they are updated in accordance with our schedule and advise on any changes in HR practice.
4. With a small team, be responsible for Data Protection matters.

B. Specific Responsibilities

1. To enable the organisation to operate efficiently and effectively by providing comprehensive, timely and accurate HR support, to all staff.

2. To proactively facilitate staff engagement and wellbeing programmes which align to thirtyone:eight's culture and values.
3. To ensure all staff training, holiday and sickness and recruitment process are monitored, documented and adhered to.
4. Keep abreast of all HR guidance and best practice and advise on the implications of those to the Head of Finance and Business.
5. To act as the first point of contact for Data Protection enquiries and incidents, and working with a small team, provide advice and guidance as required and respond as appropriate within defined timescales.
6. To ensure internal policies and practice are consistent with relevant good HR practice and legislation (ACAS / Govt etc) and report any changes through our review process to the board.
7. To ensure all staff are aware of and working within the thirtyone:eight policy and practice suite.
8. To take ownership for our health and safety procedures/systems including risk assessments.
9. To participate in providing a professional administrative service, which may include answering telephones, email, taking messages and undertaking any other office duties as required.

C. General Responsibilities

1. Ensure that all work supports and promotes the values and ethos of thirtyone:eight as a Christian organisation seeking to promote safer environments for vulnerable people.
2. Contribute skills and knowledge as part of a staff team and attending staff and other meetings where required.
3. Contribute to the development of an inclusive and empowering culture of excellence and effective team working environment within thirtyone:eight.
4. Contribute to and comply with effective recording and data management systems in accordance with thirtyone:eight and professional guidelines (e.g. confidentiality, information sharing and secure storage of data).

5. Participate in staff development and training programmes which aim to enhance individual skills and create opportunities for professional development.
6. Contribute skills/knowledge as part of a staff team and attend staff/management meetings where required.
7. Participate in the range of other work undertaken by thirtyone:eight, both directly and in terms of offering support, collaboration and back-up to other staff members where needed.
8. Ensure all work undertaken promotes equality and diversity.
9. Ensure all work contributes to and underpins the thirtyone:eight mission, vision and strategic plan.
10. Under the Health & Safety at Work Act and associated guidance, take adequate care for the health and safety of oneself and other persons who may be affected by acts or omissions to act.
11. Undertake any other reasonable duty or task in accordance with the objectives of this post as required by the Head of Finance and Business.

PERSON SPECIFICATION

Post Title: HR Officer

Essential Qualifications: Educated to A level standard (or equivalent qualifications) and Maths and English GCSE.

CIPD Level 3 or equivalent level of professional knowledge and expertise in HR.

A. Essential Personal Characteristics and Qualities

1. Honesty
2. Integrity
3. Openness
4. Collaborative
5. Solution-focused
6. Learning
7. Creative
8. Fair
9. Committed
10. Passionate

B. Essential Skills and Experience

1. Experience of providing HR support in a complex and professional working environment.
2. Excellent written and verbal communications skills, with the ability to deal with a wide range of people, either by phone, email or face-to-face in a friendly but professional way.
3. Experience of establishing strong working relationships with colleagues from different organisations, functions and levels with a collaborative style.
4. Strong interpersonal skills - including the ability to persuade, motivate and negotiate effectively across all levels of the organisation.
5. Experience of managing and prioritising a diverse workload and multiple tasks in a fast-paced environment with tight deadlines.
6. Experience of using IT solutions and programs (e.g. MS Office - Word, Excel, Outlook, Access, PowerPoint) and other office products to an advanced level.

C. Essential Knowledge, Motivation and Attributes

1. Knowledge of both voluntary/charitable and public sector organisations and the ways in which they operate.
2. Motivated by delivering services to a high standard.
3. Meticulous attention to detail.
4. The ability to assimilate complex information and proactively identify key issues.
5. Ability to operate both independently and as part of a team.
6. An understanding of and commitment to thirtyone:eight mission, values and behaviours.
7. Ability to work on your own initiative with a 'solution-focused' approach.
8. Experience of identifying and meeting training and development needs in an organisation.
9. Knowledge and understanding of Equal Opportunity and Anti-discriminatory practice.
10. Ability to identify with and accept the aims and objectives of thirtyone:eight.