

## HR Officer Job Description

<b>Reports to</b>	<b>HR Manager/Finance and Operations Director</b>
<b>Hours</b>	40 hours per week (1.0 FTE)
<b>Salary band</b>	Competitive
<b>Location</b>	Office based –Barking, UK with occasional travel to other campuses as defined by business needs
<b>Purpose</b>	
The post holder will be able to support the HR function within the Barking & Birmingham Campus, supporting managers and supervisors with team management and advising on ER concerns. The post holder will have knowledge of Employment Law, people management skills and recruitment skills to support the role.	
<b>Roles &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>➤ Write and develop job descriptions, person specifications and Job adverts</li> <li>➤ Able to manage the recruitment cycle for the campus</li> <li>➤ complete regular recruitment and vacancy reviews</li> <li>➤ Facilitate the employee review process, probation reviews</li> <li>➤ Complete right-to-work checks, and keep up to date with employment law developments</li> <li>➤ Ensure organisation policy and procedures are adhered to, taking appropriate action where required</li> <li>➤ Maintain employee records including but not limited to attendance, right to work, personal data, HR database</li> <li>➤ Actively involved in the employee life cycle from recruitment to end of employment</li> <li>➤ Continuously review and produce document templates for HR</li> <li>➤ Work collectively across campuses for payroll processing</li> <li>➤ Co-ordinate learning and development opportunities across campuses</li> </ul> <p><i>This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.</i></p>	
<b>Key Working Relationships</b>	
<p><b>The post holder will have key working relationships with:</b></p> <ol style="list-style-type: none"> <li>1. Finance and Operations Director</li> </ol>	

2. Human Resources Manager
3. Head of Registry
4. Student Services Manager
5. Year Leads
6. Campus Manager

#### **Additional Information**

The postholder will be expected to have knowledge of:

- ✓ Mental health, well-being and safeguarding young people and vulnerable adults.
- ✓ The Prevent Duty.
- ✓ The Equality Act 2010.
- ✓ The QAA Quality Code for Higher Education
- ✓ Relevant regulatory, professional and statutory bodies

#### **Person Specification**

##### **Essential**

- BA degree or equivalent in a relevant discipline
- Experience in a HR setting (1-2 Years)
- Active interest in current developments in HR
- Commitment to diversity, equality, inclusivity and safeguarding
- CIPD Level 5 or working towards (desirable)

##### **Skills and Experience**

- Excellent interpersonal skills and ability to develop strong working relationships with people at all levels
- Excellent written and verbal communication skills and ability to confidently communicate with a variety of stakeholders through a communications plan and informal means
- Creative approach to problem-solving
- High standard of IT skills, with knowledge of MS Office, and ability to quickly learn new IT packages
- Ability to work on your own initiative, meet deadlines and manage competing priorities
- Positive, proactive, professional approach and ability to mentor others where appropriate
- Robust research skills, logical-thinking aptitude and keeping up with information management trends
- Organisational, self-management skills
- Excellent verbal and written communication skills

- a good understanding of general and specific library practices