

East Park

Job Description

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| Job Title: | HR Officer |
| Responsible to: | Business / HR Support Manager |
| Working Environment: | Internal |
| External Contacts: | ACAS, Union, Occupational Health/ HR related sources |
| Date of Last Review: | Dec 2022 |

JOB PURPOSE

To support the functions of HR within East Park by providing high quality, efficient and effective advice, assistance, and administrative support.

KEY RESPONSIBILITIES

- Effective maintenance of HR systems; add new starts and remove leavers, maintain users of the system, maintain all staff information including equal opportunities and personal details, create reports and maintain current list of reports.
- Provide HR support to line managers and colleagues, based on a thorough knowledge of the work undertaken by the team in line with the organisations policies and procedures and employment law
- Advise managers on HR process and procedure
- Assist with HR related projects such as further increasing employee engagement and reducing turnover
- Assist managers throughout employee relations cases ensuring a best practice approach is followed
- Minute taking at employee relations meetings whilst advising on HR policy as required
- Administer HR paperwork, such as starters/leavers, recruitment, contracts, letters etc
- Assist in coordination and delivery of the HR Induction for new starts
- Maintain the HR staff files and archive leavers
- Assist with recruitment including management of systems, advertising vacancies and organising interviews
- Progress the absence management process; reviewing absence stats & arranging absence meetings, long absence reviews and recording return to work documents, sending reminders as required.
- Ensure PVG processing of new starts
- Processing and advising on all stages of the employee life cycle
- You must inform the Business/ IT Officer / finance of any changes to employee data affecting payroll
- From time to time, in the absence of the receptionist and where the clerical assistant/ other administrative role is unavailable you may be required to cover reception.

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Business / HR Support Manager or SMT
- To comply with East Park's Safeguarding policies
- To comply with East Park's Health and Safety policy
- To comply with East Park's Equal Opportunities policy
- To promote Confidentiality as detailed in East Park's Code of Conduct policy
- Promote East Park at all times
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park

A job description is non-exhaustive and may be amended at any time.

East Park Person Specification

JOB TITLE: Business & IT Support Officer

| KEY FACTORS | ESSENTIAL | DESIRABLE |
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| Qualifications | <ul style="list-style-type: none"> HNC or equivalent in Human Resource Management or similar subject, or significant office administration experience | <ul style="list-style-type: none"> CIPD qualified / Degree in Human Resource Management |
| Work Experience | <ul style="list-style-type: none"> 2 years HR / administration experience Efficient administration skills Experience of working in a customer facing environment Experience in monitoring systems and procedures | <ul style="list-style-type: none"> Experience in education and/or care working environments Experience of working in a charity Experienced HR professional with HR advisory experience |
| Knowledge | <ul style="list-style-type: none"> Strong knowledge of Sound knowledge of HR best practices Awareness of employment law | <ul style="list-style-type: none"> An understanding of the roles of a variety of disciplines working with children and young people e.g. social work, health, education Knowledge of child protection legislation and practice |
| Expertise Skills & | <ul style="list-style-type: none"> Ability to work confidently, accurately and to use your own initiative Ability to work to agreed timescales Strong IT skills Strong verbal communication skills Strong analytical skills and the ability to manipulate data Effective report writing skill Excellent communication skills, both verbal and written. Ability to work on their own initiative and as part of a team. | <ul style="list-style-type: none"> Experience working as an HR Advisor/ Officer Experienced in HR project work Experience in advising and leading managers through the absence management process |
| Personal Qualities | <ul style="list-style-type: none"> Results orientated, energetic and self-motivated A pro-active can-do attitude Good time management Conscientious in attention and application to detail Diplomatic, courteous, and professional manner | <ul style="list-style-type: none"> A genuine commitment to equality and diversity Willingness to undertake any necessary training to update skills as and when required |

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| | <ul style="list-style-type: none"> • Conscientious in attention and application to detail | |
| Other | <ul style="list-style-type: none"> • Flexibility in work settings – may be required to visit any East Park site | |