

East Park

Job Description

Job Title:	HR Officer/HR Advisor
Responsible to:	HR Manager
Working Environment:	Internal
External Contacts:	ACAS, Union, Occupational Health/ HR related sources
Date of Last Review:	July 2026

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: HR Officer/HR Advisor

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	HNC or equivalent in Human Resource Management or similar subject, or significant office administration experience	CIPD qualified/Degree in Human Resource Management
Work Experience	2 years HR/administration experience - Efficient administration skills - Experience of working in a customer facing environment - Experience in monitoring systems and procedures	- Experience in education and/or care working environments - Experience of working in a charity - Experienced HR professional with HR advisory experience
Knowledge	- Strong knowledge of - Sound knowledge of HR best practices - Awareness of employment law	- 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	- 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.	- 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	- 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 - Conscientious in attention and application to detail	- A genuine commitment to equality and diversity - Willingness to undertake any necessary training to update skills as and when required
Other	Flexibility in work settings – may be required to visit any East Park site	