

Job Description

Job Title: HR Officer
Reports to: Head of Central Services
Key Working Relationships (Internal): Head of Central Services, Project Managers, Finance Team
Key Working Relationships (External): DBS Services,
Responsible for: N/A
Direct Reports: N/A
Salary circa: £21,600-£24,000
Hours of work: 32 hours per week
DBS applicable: Yes

Job Summary

To work as part of a small HR and office team, to provide an excellent service for managers and employees in supporting service users to develop and expand their life skills, so that they can lead full and active lives within the community.

To provide first line HR support and administration to managers and employees in all HR matters including recruitment, contracts of employment, pay and pensions, annual leave, maternity/paternity, flexible working requests, learning and development, employee relations queries, pay and terms and conditions queries.

To provide other office support with IT, phones, reception and general administration.

Main Duties and Responsibilities

- To provide an efficient and effective HR and office service, building strong working relationships with managers and employees.
- To be the first point of contact for HR queries, offering sound advice and guidance in line with current legislation and policies.
- To coordinate recruitment, advertising vacancies, responding to applicant queries, arranging and attending interviews, sending out offer packs, taking up employment clearances & inducting new starters.
- To issue contracts of employment and other relevant employment information.
- To liaise with payroll, providing information about payroll changes to meet deadlines.
- To enroll employees in the pension scheme.
- To update the information systems, producing data to contribute to management reports.
- To monitor and report on sickness absence trends and advise managers in supporting health and wellbeing and attendance at work.
- To calculate pay, annual leave and other entitlements.
- To arrange and support meetings and take minutes.
- To arrange and support the provision of training and development for employees.

Responsibilities to the Service

- To contribute to the development of the HR service and to assist in project work as required.
- To provide other office support with IT, phones, reception and general administration.
- To carry out all duties and responsibilities in accordance with LCH's operational policies and procedures. In particular to:
 - Comply with the Health and Safety Policy and risk policies
 - Comply with Equality and Diversity Policy
 - Maintain the confidentiality of all information connected to services users, other members of staff and to LCH's business
 - Work flexibly, being prepared to perform other duties commensurate with the role either at the initial place of work or at any other LCH service.
 - Participate constructively and actively in staff performance management meetings, development of learning and development plans and in annual appraisals. To actively participate in continuing professional development opportunities. To act as a team member, participating in team meetings and development days.

Person specification

Post

HR Officer

Qualifications and experience

Experience in working in HR or a relevant HR qualification.

Knowledge, skills and abilities

- Energetic and enthusiastic outcome-focused attitude and approach to support customers
- Excellent communication skills, to develop professional relationships
- Excellent written English skills
- Excellent IT skills, including experience of using Word, Outlook, Excel and PowerPoint to produce letters, reports, spreadsheets, presentations etc.
- Ability to calculate pay, annual leave and other entitlements
- Ability to work accurately with attention to detail and to deadlines
- Good understanding of HR best practice and employment legislation
- A commitment to updating own skills and continuing professional development
- Willingness to work proactively within a team setting, helping others, sharing knowledge and ideas, and a willingness to listen to and learn from work colleagues
- Ability to work under own initiative and make decisions within the framework of the line management system
- A commitment to promoting Equal Opportunities and to valuing diversity which will include being willing to relate positively with people from diverse backgrounds
- Willingness to work flexibly, including at other sites when necessary to meet the needs of the service

Applicants must state clearly on their application form the ways in which their skills and experience meet all the selection criteria in the Person Specification. If you do not adequately address each and every one of these in your application, we will not be able to shortlist you.

Conditions of service and personnel information

Post

HR Officer

Salary

£21,600-£24,000 per annum for 32 hours per week

Eligibility to work

Under the Asylum and Immigration Act 1999, LCH has a responsibility to ensure that all employees are eligible to work in the UK. Consequently before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK.

Annual Leave

25 days per annum plus Bank Holidays pro rata

Interest Free Travel Loan

After completion of probationary period.

Pension

You will be automatically enrolled in the Cyrenians pension scheme which is administered by NEST. Contributions will be deducted from your salary on the basis of 4% of your basic salary but this contribution will rise to a level of 5% from the 1st October 2018. You may, opt out of the NEST pension arrangements within a time period of 28 days from the enrolment date and further details will be made available from NEST and Cyrenians on the opt out process.

Hours

32 hours per week to be worked across either 4 or 5 days between Monday to Friday

Location

Victoria, London

Probation

The first 6 months of your employment will serve as a probationary period. During this period your performance and conduct will be monitored. Upon satisfactory completion of your probationary period, your appointment will be confirmed.

Expenses

Staff will be reimbursed with amounts incurred in the performance of their duties, within agreed budget and sanctioned by their line manager.

Contract of Employment

Issued on appointment to post.

Handbook

Issued during induction, containing full information of Terms and Conditions of Employment and Policies and Procedures of Cyrenians.

Screening

This post is subject to satisfactory references, pre appointment Health Assessment and an enhanced Disclosure and Barring Service (DBS) check.