

## HR Officer

**1. JOB TITLE:**

Human Resource Officer (HR) – Full time 36hrs per week (Grade EGI)

**2. RESPONSIBLE TO:**

Head of Operations

**3. RESPONSIBLE FOR:**

Work experience students & Administrative assistance

**4. OVERALL PURPOSE OF JOB:**

To support the Head of Operations in effectively managing the human resources of the Guille-Alles Library by developing and reviewing policies and procedures, and to provide a professional, proactive, and collaborative HR service to Senior Managers, Line Management and Staff.

**5. DUTIES:**

1. Staff development and wellbeing

- Assist in maintaining the Staff Wellbeing Strategy
- Assist the Head of Learning and Development with a review of the Appraisal process, and with co-ordinating and recording staff training and professional development
- Support staff with day-to-day or ongoing personal or professional difficulties and refer to Line Managers or SMT as appropriate.
- Be familiar with all resources available to staff in need of support, e.g. the States EAP
- Support the development and implementation of HR initiatives and systems
- Put forward recommendations for employee engagement initiatives and work with the Operations department to implement.

2. HR Administration

- Assist with recruitment/retirement/resignation procedures
- Prepare job descriptions and manage the employment process
- Assist with interviews when required

- Maintain and create new staff packs, including inductions and contracts
- Understand and comply with the data protection law
- Maintain and update confidential and accurate personnel records in line with GDPR, using Breathe HR software
- Maintain HR policies and procedures including the Staff Handbook
- Maintain accurate records of all employees on housing/work permits
- Minute sensitive meetings, keeping accurate records

### 3. Staffing and rotas

- Oversee Admin Assistant's maintenance of the staff rota, ensuring that Frontline and Events staffing levels are always met
- Organise sessional staff such as Evening/Saturday and Holiday workers, and delegate timetabling tasks to Admin Assistants as required
- Oversee student work experience placements and voluntary work placements, e.g. from the Kickstarter programme
- Accurately record and process employee absence, ensuring medical certificates are received and documented accordingly using Breathe HR

## **JOB SPECIFICATION**

### **EDUCATION, QUALIFICATIONS, SPECIAL TRAINING**

- General education – 4 GCE “O” Levels, CSE Grade 1, GCSEs or equivalent
- HR Practice certificate or similar.

### **KNOWLEDGE AND SKILLS**

- Experience in using Windows, specifically Word and Excel, and the ability to learn and adapt to new technologies
- Experience using HR and/or Rota software
- Ability to prioritise work and to delegate appropriately
- Ability to work in an organised and systematic manner
- Ability to work to deadlines and to deal with a wide range of responsibilities
- Understanding of the need for discretion around personnel matters
- Excellent written and verbal communication skills with the confidence to communicate with all levels of staff

### **EXPERIENCE**

- Experience of working in HR or an environment strongly focused on dealing with people
- Experience in personnel and procedures

### **PERSONALITY REQUIREMENTS**

- An interest in mental health and wellbeing
- The ability to deal with people from a wide variety of backgrounds
- The ability to work under pressure, with frequent interruptions
- The ability to work alone and as a team player
- Excellent integrity and confidentiality
- Openness and enthusiasm for change and improvements to the organisation