

Cystic

Fibrosis why we're here

Job description

Job Title:	Temporary Human Resources Officer
Hours:	Full time 35 hours per week – general office hours 9am-5pm
Contract:	Temporary up to 4 months
Reporting To:	People and Payroll Manager
Department:	People and Organisational Development
Location:	Headquarters, Aldgate, London - 5 days OR Flexible - minimum 2 days in office & 3 days home based

Main Job Role:

To provide a comprehensive administration service to the People and OD department, with particular emphasis on recruitment and ensuring HR data is accurate and up to date.

Main Duties:

The elements listed below are not intended to be an exhaustive detail of all duties and responsibilities of the role. You will be expected to carry out any other reasonable duties that are consistent with the skills, abilities and position of the role.

General HR/Administration

1. Ensure that personnel files hold relevant employee data and to update and maintain the HR system with all relevant information including absence and any other information as directed by the People and Payroll Manager or Head of People and OD.
2. To respond to queries on the HR system as and when required. To be a champion of the HR system, able to deliver training to existing employees and new starters on the use of the system for self-service.
3. To be the first point of contact for HR queries, ensuring these are directed to the relevant line manager as appropriate.
4. To provide the information as and when required for the People and Payroll Manager and Head of People and OD and other team members. This includes HR data and to report on the key performance indicators.
5. Working alongside the People and Payroll Manager to ensure employees are paid accurately and on time and all necessary statutory requirements in respect of payroll are delivered.

6. Understand the payroll process sufficiently to cover for the People and Payroll Manager in their absence.
7. Working with the People and Payroll Manager to produce accurate transactional employment correspondence including contract changes, probation, resignation acceptances, end of fixed term contract reminders, DBS checks and any other relevant documentation as agreed.
8. To support the People and Payroll Manager, Head of People and Organisation Development and other team members as and when required.

Recruitment

1. Working alongside the People and Payroll Manager to ensure that the recruitment process is delivered. This includes working on new job descriptions, job evaluation, advertising and keeping recruitment records.
2. Ensure that offer paperwork and pre-employment checks (references, DBS, right to work) are conducted accurately. Ensuring that all new starter details are entered on to Cascade and all documentation pertaining to their arrival is stored on their Cascade record. Paper copies to be filed appropriately.
3. Prepare for all new starters; ensuring that there is a smooth joining process, that equipment needed is in place and to carry out the HR induction process as soon as possible. To check that the details added on Cascade are correct and to complete the new starter checklist.
4. Ensuring that the Trust follows its equality and diversity policy when recruiting and that recruitment practices are fair. To monitor and analyse the Equal opportunities forms and track and monitor recruiting metrics. To maintain diversity statistics.
5. Working alongside the People and Payroll Manager, be a key contact for recruitment partners, including advertising and recruitment agencies, and negotiate where necessary all terms of business to ensure recruitment solutions are high quality and cost effective.
6. To administer leaver arrangements and conduct exit interviews, recording the results and prepare the 6 monthly exit interview analysis.

Learning and Development

1. Ensure all new employees are set up on the e-learning system and e-learning compliant.
2. To ensure that leavers are processed on the e-learning system.
3. To support the Learning & Development Manager with the preparation and coordination of training courses where necessary. This includes ensuring all administration such as room bookings, joining instructions and printing is carried out prior to the events and that resources and subsistence requirements are organised and then carried out on the day.

Volunteering

1. To provide support to and cover for the volunteering team as required.
2. To provide support to HR volunteers.

Person Specification – Human Resources Officer

Experience and knowledge:

1. Experience working in a generalist HR role
2. Experience of working in an administrative role
3. Educated to A- Level or equivalent.
4. Training to be CIPD qualified with relevant experience preferred

Skills and abilities:

1. Excellent administrative skills with a high accuracy level
2. Excellent computer skills with operational knowledge of Microsoft Office
3. Proactive and innovative thinker with ability to develop ideas and deliver
4. Excellent communicator with the ability to simplify complex problems and develop workable solutions and develop deep and impactful relationships.
5. Experience in using HR information systems (preferably Cascade)
6. Experience in using Payroll systems (preferably Cascade)
7. Effective interpersonal skills both written and oral to communicate and influence others
8. Effective time-management with the ability to prioritise and respond to planned and unplanned demands
9. Able to work independently, flexibly and as part of a wider team
10. Practical with a positive 'can do' 'hands-on' attitude
11. Enthusiastic and calm under pressure, confidence in own expertise whilst showing willingness to reflect on and learn from the expertise of colleagues across the organization
12. Role model of the values and behaviours required by the Trust.

YH/29 Sept 2021