

Job Description

Human Resources Officer, Office of the Directorate

1. Role summary

The Foundation is looking for a dynamic and energetic individual to join our Directorate as a HR officer. In close collaboration with the Senior Office Manager, you will be responsible for all aspects of our HR operations across our staff lifecycle - from recruitment and onboarding, right through to changes and exits. This is a role that will reward someone who is eager to expand their experience and progress their career. It would suit either an experienced HR Officer or a highly experienced and ambitious HR Assistant.

You need to already have an existing right to work in the UK to apply for this position.

2. Key responsibilities

Recruitment and onboarding: manage all recruitment admin-related processes end-to-end, including advertising, shortlisting, interviewing, reference checks, etc; ensure all new employees feel welcomed and supported, oversee induction and any related onboarding administration.

HR administration: oversee and support all processes of the staff lifecycle (sick leave, holidays, paid leaves including maternity and paternity leaves, benefits management, staff exit); ensure our processes meet legislative requirements and ensure staff compliance in relation to all aspects of employment.

HR systems and processes: keep employment policies under close review to ensure their relevance, effectiveness and compliance, advising the Senior Office Manager of changes needed as required; oversee a software-based change process (July 2022-June 2023) aimed at streamlining all HR policies and procedures to maximise efficiency and transparency; periodically update relevant policies and procedures handbooks.

Advice and support: collaborate with other functional areas including programmes and finance to ensure the smooth operation of the Foundation's human resources; work with line managers to support individual staff development plans, researching and arranging relevant training and ensuring appropriate evaluation mechanisms are in place.

Whole-of-Foundation support: contribute to whole-of-Foundation initiatives as requested. Actively and creatively contribute to strategic and long-range planning. Perform any other reasonable duties and tasks as requested by the Foundation.

3. WHAT YOU HAVE

The Human Resources Officer will possess all of the competencies set out in the attached annex under the 'officer' column and will also demonstrate an understanding of, and commitment to the Foundation's vision, mission and values.

More specifically, we are looking for someone who has:

- Solid experience working in a human-resources related role within a dynamic professional environment. CIPD qualifications an advantage.
- A proven track record delivering effective HR administration and internal support for employees.
- A good understanding of UK employment law and practice.
- Great organisational and time management skills: able to adhere to tight deadlines, multi-task, and maintain confidentiality.
- Very good communication skills: you will write and speak clearly; you will enjoy interacting with people.
- Tech savviness: you are experienced in all mainstream programmes and preferably also in using HR software. You are curious about tech and how it can improve the HR experience.
- A strong work ethic and ownership of your work. You are highly reliable in your delivery and communication, and you have the ability to work independently with limited supervision.
- Flexibility to adapt and learn new skills quickly including by self-education.