



Human Resources Officer – Office of the Directorate

Position Description

Overview

The Human Resources Officer, under the guidance of the Senior Office Manager (People and Finance), plays a crucial role in managing and executing the human resources functions within the Foundation. The HR Officer supports both day-to-day HR operations and key initiatives in recruitment, employee relations, policy development, and performance management. This position is integral to the Foundation's governance, strategic direction, and operational effectiveness, with a significant focus on the HR aspects of finance, operations, and personnel management.

Key Responsibilities

Recruitment and Onboarding: Manages the administrative aspects of recruitment and selection for UK-based positions and internships, oversees the induction process to ensure a positive start for new hires, promoting and upholding the Foundation's commitment to equality, diversity, and inclusion in all HR processes, and supports the recruitment and relocation for international roles.

HR Administration: Responsible for the oversight of the entire staff lifecycle, including but not limited to leave management, benefits administration, learning and development initiatives, and exit procedures, ensuring compliance with relevant legislation.

HR Systems and Processes: Maintains and reviews employment policies and HR procedures, ensuring they are current, effective, and legally compliant. Manages the implementation of HR software solutions to enhance operational efficiency.

Advice and Support: Acts as the point of contact for HR-related advice, collaborating with teams and programmes to facilitate the smooth operation of human resources within the Foundation. This includes managing the Graduate Internship Programme and supporting staff development plans.

Employee Relations: Supports employee relations matters with professionalism and fairness. Acts as the primary point of contact for grievances, disciplinary issues, and workplace conflicts, aiming to resolve issues informally where possible and conducting thorough investigations when required. Provides advice and support managers in applying appropriate disciplinary and grievance procedures, ensuring all actions follow company policy and best practice for fair process.

Payroll and Administrative Support: Manages monthly payroll processes, including gratuities, pensions, and tax filings. Provides support for annual audits and assists with various finance and administrative tasks as needed.

Performance Management: Supports and guides line managers through the performance management cycle. Assists in the development and implementation of performance improvement plans when needed, ensuring fairness and compliance with legal standards.

Foundation-wide Engagement: Participates in Foundation-wide initiatives, contributing to work planning, strategic reviews, and learning processes, aiming to continuously improve operational practices.

HR Policy Development & Compliance: Stays informed about changes in employment law and advises on the development and updating of HR policies and procedures. Drafts new policies or revisions in consultation with senior management, ensuring all policies reflect current UK employment law, regulatory requirements, and HR best practices

Candidate Profile

Experience and Education: Demonstrated experience in human resources within a dynamic professional setting. CIPD qualifications are an advantage.

Knowledge and Skills: A solid understanding of UK employment law and practices, excellent organisational and time management skills, and the ability to maintain confidentiality and manage sensitive information.

Interpersonal Abilities: Strong communication skills, both written and verbal, are essential, along with the ability to build relationships across the organization and a commitment to fostering a welcoming, inclusive work environment.

Technical Proficiency: Advanced competency in Microsoft Office and experience with HR software systems are required. Able to utilize digital tools to streamline HR processes and maintain accurate data records. Familiarity with generating HR reports and analytics to support decision making will be beneficial.

Other attributes: The ideal candidate will exhibit a strong work ethic, reliability, independence, and the flexibility to adapt to new challenges and learn new skills.

This position requires a proactive individual committed to the Foundation's values, capable of working both independently and collaboratively, and dedicated to enhancing the Foundation's human resources function.