



## Job Description and Person Specification

# HR Officer

Service Area:	Central Services
Responsible to:	HR Manager
Salary:	Points 28-32

### Job Purpose

To provide an effective, professional and timely operational service Percy Hedley Foundation employees regarding HR services.

To work as a key member of the HR team to contribute to the overall provision of an effective HR function including HR Database systems, reporting and general advice on a range of HR matters, ensuring legislation; policy and best practice are followed.



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We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.

## Main Duties

Underpinning all of the job role responsibilities is the role of providing support and assistance for the HR & Payroll Access Database (Select HR) across the Percy Hedley Foundation and its service areas:

- Managing and administering the HR Information System (Select HR) and ensuring that the data and records are accurate and up to date at all times.
- Be the first point of contact for HR database and reporting queries, provide first line assistance to employees regarding the online self-service system.
- Oversee the online recruitment module and support managers, administrators and candidates with queries, ensuring workflows are completed appropriately.
- Act as a link between the Foundation and the System provider, liaising with helpdesk and the account manager to resolve issues.
- Contribute to the review, design, improvement and implementation of new workflows, processes and procedures within HR system.
- Assist the HR team and Foundation managers in the provision of HR reports and management information, using standard reporting and building reports in Crystal where necessary.
- Development and production of mail merge correspondence templates.
- Support the annual pay review processes, including production of pay reports and upload of amended pay scales to the database.
- In conjunction with L&D Officer develop and deliver staff training in the area of HR systems and processes
- Support with development and implementation of HR projects
- Provide advice and guidance on general HR queries, such as management of annual leave, attendance management, performance management, Safer recruitment and selection etc.
- Co-ordinate and assist with the workload of HR Manager and Business Partners.
- Keep up to date with changes in legislation and best practice, ensuring on-going CPD requirements are met
- To regularly review operational systems and processes and identify more effective ways of working.
- To attend meetings as and when required to provide guidance and support in relation to HR and HR systems
- To support and contribute towards the general HR department activities as reasonably required.



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Skills and Knowledge	Essential	Desirable
Strong HR Information System skills and previous experience of using Microsoft Excel and Crystal to create and analyse data	✓	
Training delivery and presentation skills	✓	
Proven ability to use own initiative and decision making skills	✓	
Ability to present information in a professional and credible manner through effective verbal and written communication skills	✓	
Proven ability to work pro-actively and to manage and prioritise own workload and competing priorities	✓	
Strong interpersonal skills and the ability to engage effectively with a managers and employees at all levels	✓	
Current knowledge of HR best practice and employment law	✓	
Knowledge and understanding of the issues affecting care, schools and education sectors and charities		✓
Knowledge of the services offered by the Percy Hedley Foundation		✓
Qualifications and Training	Essential	Desirable
Relevant Level 5 or equivalent qualification (eg HND, Foundation Degree, Level 5 Diploma etc) or proven experience of working at this level within a HR environment	✓	
CIPD membership		✓
Experience	Essential	Desirable
Substantial experience in managing and administering HR Information System databases	✓	
Experience of providing Management Information reports inc. headcount, absence, turnover etc., and presenting data in a user friendly format.	✓	
Experience of supporting end-to-end recruitment processes	✓	
Experience of working with SelectHR		✓



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Personal Qualities	Essential	Desirable
Energy, drive and enthusiasm	✓	
Attention to detail	✓	
Commitment to quality, continuous improvement and service improvement	✓	
A positive and creative thinker who is able to develop practical solutions	✓	
Flexible and adaptable to meet the changing needs of the service	✓	
Special Requirements	Essential	Desirable
Ability to fulfil the mobility requirements of role		



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## Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

### Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

### Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display nondiscriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.



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## Organisational Standards

### Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

### Safeguarding

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

### Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.



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## About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high quality and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

## Get in Touch



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