



JOB DESCRIPTION

Job Title:	Senior Human Resources Officer
Responsible to:	Head of Human Resources
Location:	Templar House, Newton Abbot with regular travel to North Devon and other locations.
Responsible for:	Human Resources Officer Human Resources Coordinator Human Resources Administrator

Job Purpose

Manage the front line Human Resources Team to deliver an effective, efficient and legally compliant recruitment and human resource service across Westward which meets the needs of the organisation and achieves value for money.

Assist the Head of Human Resources to, propose, research, consult on and implement new initiatives that promote Westward as an employer of choice, which are legally compliant and maximise value for money from the employee benefits budget.

Support and assist the Head of Human Resources to maintain, update and deliver the objectives of the Human Resources Strategy and Human Resources Business Plan.

Essential Duties and Responsibilities

Ensure that existing Human Resource Policies, Procedures and Staff Handbook are updated in line with statutory requirements, good practice and the agreed review timetable and that new policies or procedures are introduced as necessary. Keep self and team up to date with employment law and relevant codes of practice.

Ensure operational HR activities and processes are correctly followed and that the frontline HR team provide accurate and timely advice and guidance to managers.

Ensure the provision of accurate statistics and records

Ensure robust performance management systems are in place to ensure a culture of performance is embedded across Westward and that managers have clear procedures and support for managing performance i.e. attendance, disciplinary and capability.

Ensure Westward at all times meets legal obligations and mitigates the risk of Employment Tribunal Claims, costs, and adverse publicity.

Develop good practice, innovative Human Resource initiatives to assist Westward to achieve excellence and become an employer of choice.

The postholder is required to understand and demonstrate the ability to work flexibly for the benefit of the HR team and for the business and to take on new projects and initiatives that are considered to fall within the duties and responsibilities of the job role.

Carry out any other duties as reasonably required by the Head of Human Resources/ Executive Directors.

Group Competence Framework

Westward has a Competence Framework that applies to all roles. This sets out behaviours that are expected of staff. Individual levels will be agreed as part of the appraisal process.

The following competence applies to all staff:

Behaving Professionally

Demonstrates consistent commitment to Westward Values as stated below:

Values

- Getting it right first time
- Fair and consistent
- Smart and lean
- Can-do approach
- Good to work with

Equality and Diversity

Demonstrates commitment to Equality and Diversity in line with Westwards Equality and Diversity policy

Westward Policies and Procedures

Maintain knowledge of Westward policies and procedures and follow relevant policies in day to day work.

General Responsibilities:

1. Confidentiality

The post holder must maintain confidentiality of information about staff and residents and Westwards business and be aware of the Data Protection Act 1998.

2. Standards of Business Conduct

Westward expects all employees to maintain the highest standards of personal and business conduct at all times. The Westward staff handbook sets out the expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Templar House, Newton Abbot.

3. Health & Safety

All employees should be aware of the responsibility placed on them under the Health & Safety legislation, to ensure that the agreed safety procedures are carried out to maintain a safe environment.

4. Equality & Diversity

Westward is committed to treating all people with fairness and respect. We aim to actively help remove barriers and open doors for our customers and staff and foster good relations within the communities we serve. All employees are required to demonstrate their commitment to Westwards Equality and Diversity Policy and its values in the course of their day to day work - a copy is available upon request from the Human Resources Department at Templar House, Newton Abbot

5. No Smoking

Westward operates a non-smoking policy in offices.

6. Training and Development

To attend appropriate training courses and supervision meetings as required.

7. Communication

To attend staff briefings and team meetings

Purpose of a Job Description

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible Westward reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.

February 2015

PERSON SPECIFICATION
POST OF SENIOR HUMAN RESOURCES OFFICER

	ESSENTIAL	DESIRABLE
Qualifications	<p>CIPD qualified to associate level or equivalent, or qualified by experience</p> <p>Education to GCSE standard in English and Maths at intermediate level, or a relevant national qualification equivalent to higher level (Grades A* – C)</p> <p>Ability to proficiently use Microsoft Word/Excel 2003</p>	<p>Chartered Member (or above) of the CIPD or equivalent</p> <p>Degree Level qualification</p>
Relevant Experience/ knowledge	<p>Relevant experience of managing a human resources environment to include:</p> <ul style="list-style-type: none"> Carrying out legally compliant Disciplinary/grievance/capability/ redundancy procedures HR policy work TUPE Sickness absence management/occupational health involvement Equality Act 2010 	<p><u>Knowledge of:</u></p> <p>Working for a Housing Association or public sector organisation</p>
Relevant Skills and Ability	<p><u>Skills:</u></p> <ul style="list-style-type: none"> Communication Personal Analytical Planning & organisational Judgement & decision making Teamworking Time management Effective Leadership Customer Service Supervisory Skills <p><u>Ability to:</u></p> <ul style="list-style-type: none"> Work effectively with a diverse range of people Work on own initiative Lead on research and implementation of new initiatives/projects Advise on employee relation issues Be flexible and manage a varied workload Work well in a changing environment 	
Other Requirements	<p>Commitment to the achievement of the Groups aims and objectives.</p> <p>Willingness to work flexibly outside normal working hours</p> <p>Commitment to Equal Opportunities</p> <p>Ability to work with confidential information</p> <p>Access to a vehicle to carry out key tasks and responsibilities of the role to travel throughout the Westward area of operation</p>	



GENERAL INFORMATION

POST OF SENIOR HUMAN RESOURCES OFFICER

LOCATION

The Westward Housing Group was formed in 2007 as the parent to the subsidiaries Westcountry Housing, which has been in existence since 1965, and Tarka Housing, Bideford, which was formed in December 2007 as a result of the transfer of properties and Housing Services employees from Torridge District Council. We also have responsibility for the delivery of the Homebuy agency services via Help to Buy South West for the south west region.

The Group is a not for profit registered social landlord, with charitable status. We are one of the largest developing housing groups in the south west with over 7,000 properties and an annual turnover in excess of £25 million. We provide a wide range of services for families, couples, single people, the elderly and those with additional support needs.

1.	Closing Date for Receipt of Completed Application Forms	8 th May 2015
2.	Interview Date	To Be Confirmed
3.	Salary	£30,379 per annum
4.	Hours of Work	36.25 hours per week to include occasional evening, weekend and bank holiday work. A flexi time system is currently in operation
5.	Annual Leave	26 days plus statutory Bank Holidays and Public Holidays
6.	Pension Scheme	A contributory staff pension scheme is available
7.	Probationary Period	Minimum six months
8.	Location	This post will be based in Newton Abbot
9.	Car Mileage	The Group sets its own car mileage rates. Currently the amount payable is aligned with the Inland Revenue rate of 45p per business mile for the first 10,000 miles and 25p per mile thereafter
10.	Smoking	A no smoking policy is operated throughout all the Group's offices
11.	Fixed Term Contract	This post is for a 12 month fixed term contract to cover maternity leave

February 2015