

**HUMAN RESOURCES OFFICER
JOB DESCRIPTION AND PERSON POST SPECIFICATION**

POST TITLE: Human Resources Officer
GRADE: £27,666 (Scale 27)
RESPONSIBLE TO: Head of Human Resources
KEY TERMS: Full time, 37 hours per week, Monday to Friday
Fixed term (initially to 31 March 2018), subject to review of college services.
32 days' annual leave (including up to 4 days during college closure at Christmas), plus 8 bank holidays

1. THE COLLEGE

The Henley College is a 2000 plus learner college with a £12 million turnover and big ambitions for future growth and development. Our current offer includes 37 A level subjects, a wide range of Extended Diplomas and a growing number of technical and professional apprenticeships from Level Two upwards. Our results are excellent and getting better every year as is our recruitment. We are right at the heart of our community and constantly looking for ways to build and grow for the benefit of our learners and other stakeholders.

Our Vision

An outstanding sixth form college for all.

Our Mission

Supporting our students to achieve their best by providing the highest quality of academic and vocational teaching and learning. An unrelenting focus on continuous quality improvement. Promoting high expectations, providing excellent pastoral care, welcoming individuality and developing independence.

2. THE POST

We need an exceptional HR Officer. This is a key post in supporting the management and staff at The Henley College to be effective in their roles and provide the very best quality of provision to our learners. The successful candidate will have responsibility and accountability for the full employee life cycle, and will be involved in all areas of the Human Resources function. The post holder will be expected to work as part of the HR team in the provision of a comprehensive HR service at The Henley College. The post holder will be required to work closely with the Head of Human Resources, Human Resources Administrators and the Finance Manager, who has day to day oversight of the Human Resources function.

3. JOB SUMMARY

- a) Provide high quality professional advice and support to managers and staff for all HR related matters.
- b) Undertake specialist and general HR tasks as required and appropriate to the role.
- c) Deputise and act up for the Head of HR, as required.

4. KEY RESPONSIBILITIES AND DUTIES

- a) Create a suite of document templates eg employment contracts, variation to contract letters, invitation to meeting letters, resignation letters, etc. Ensure these are accessible to the team and ensure they are kept up to date and in line with contractual and statutory requirements.
- b) Produce employment contracts and variation to contracts in line with authorised management requests.
- c) Work closely with the Payroll Department to ensure workforce information is kept up to date, and any problems identified and addressed. Issue accurate payroll instructions, to meet payroll deadlines.
- d) Work with the Head of HR to guide and advise management and employees, through all aspects of the employee life cycle to include absence management, investigations, discipline, grievance, capability, in accordance with the consistent application of college policies and procedures and compliance with employment law and best practice.
- e) Manage the implementation and monitoring of HR processes including recruitment and selection, employment contracts and variations, starters and leavers, employment checks, induction, mandatory/other training, probationary period review, performance and development review, maternity/paternity/shared parental leave, flexible working requests and the evaluation of training, providing appropriate support and coaching to all management to ensure full compliance with policies and procedures.
- f) Assist manager in the management of poor performance, advising on solutions and assisting with their implementation.
- g) Provide management information reports relating to HR for example absence data, staff lists, payroll costs, etc. Work on requests for information, ensuring timely and accurate responses are provided.
- h) Work with management to ensure all information (eg jobs, hours, etc) are up to date.
- i) Contribute to the development of HR policies, as requested.
- j) Management and provision of HR data including data input, as necessary.
- k) Maintain a filing system to ensure documents and information are retained and easy to locate.
- l) Maintain and update HR database systems.
- m) Co-ordinate learning and development events for college staff, as required, and participate in the delivery of events as relevant.
- n) Complete relevant documentation in line with Regulatory and awarding bodies.
- o) Deputise for the Head of HR, as required.
- p) Seek at all times to be effective and efficient and to enhance the quality of the service which the HR team gives to all its users in line with the values of the College, thereby assisting them to provide a high quality of service to learners.

5. GENERAL RESPONSIBILITIES

- a) Identify personal and professional staff development needs to meet the College's Strategic and Operational Plan.
- b) Ensure continuous professional development (CPD) requirements as specified by the College and that may be identified during College processes, for example Appraisal.
- c) Participate in the College Appraisal Scheme.
- d) Be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
- e) Maintain awareness of the requirements of the College Health and Safety Policy.
- f) Read, understand and apply the College Safeguarding procedures and ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out, especially regarding the employment and management of staff.

The Henley College is an Equal Opportunities Employer

- g) Understand the College Single Equality Scheme and act in accordance with statutory obligations under the equality duties and in compliance with current Equality legislation.
- h) Ensure adherence to the College Data Protection Policy and data protection laws.
- i) Work to the College quality standards and systems within the context of the College quality systems and human resources functions.
- j) Undertake such other duties and responsibilities as are appropriate to this level of post.

The above job description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

6. THE PERSON

Essential Skills and Characteristics

- A CIPD Level 5 certification, or above, in HR.
- Previous experience of working in a fast-paced HR team, providing first level advice on HR policies and procedures, employment law and employee relations issues.
- Excellent organisation and communication skills, with a good foundation in HR theory.
- Ability to multitask and deal with a range of incoming enquires – organisation is key to the success of this role.
- Ability to develop innovative ideas and solutions
- Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook, also keen knowledge and experience of the importance of databases and their role in providing accurate management information.
- Able to form and maintain effective working relationships with colleagues, service users and third parties.
- Self-motivated with a 'can do' attitude and determination to 'get under the skin of problems'.
- Able to streamline and improve operational processes.
- Highly enthusiastic with excellent communication skills.

Desirable skills and characteristics

- Ideally degree level education coupled with excellent written, verbal, listening and presentation skills.
- Chartered Member of CIPD.
- Knowledge of employment contracts and context within the education sector.

7. SUMMARY TERMS OF EMPLOYMENT

Tenure of post:	Fixed term until 30 March 2018 (subject to review of college services)
Hours of work:	37 hours a week, all year round.
Salary:	Up to £27,666 per annum (Scale point 27)
Leave:	32 days' annual leave (including up to 4 days to be taken during college efficiency closures eg at Christmas), plus 8 bank holidays

8. Pension Entitlement

You will automatically be enrolled in the Local Government Pension Scheme, should you not wish to pay into the scheme you must complete an opt out form.

9. Qualifications

Candidates will be required to bring to interview evidence of any qualifications declared on their application in the form of original certificates, together with proof of identity.

10. Pre-employment Checks

This appointment is subject to satisfactory references, enhanced DBS (Disclosure and Barring Service) and health checks and presentation of original qualification certificates. We will always obtain references prior to interview.

11. Disclosure and Barring Service check

The post is subject to an enhanced DBS check. The Henley College aims to promote equality of opportunity for all with the right mix of talents, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s).

However, various kinds of employment, occupations and professionals are exempted under the Rehabilitation of Offenders Act 1974. Exempted occupations include work that brings the person into contact with vulnerable groups such as young people under the age of 18 and vulnerable adults. You must therefore indicate any spent or unspent convictions on your application and, as part of the interview process you are required to say whether or not you have a pending prosecution or have ever been convicted or bound-over at a court or cautioned by the police for any offence.

12. Data Protection Act 1998

The Henley College collects information about applicants and staff for administrative, academic and health and safety reasons. Because of the Data Protection Act 1998, we need your consent and since we cannot operate effectively without processing information about you, we will need you to give your consent to process your application. If you do not give your consent, we will be unable to offer you a post and may withdraw any offer already made.

13. Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

Applications are invited at any time. The vacancy will close once a suitable appointment has been made. Interview dates will be notified to successful applicants, in due course.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Human Resources Team
November 2017