HR Officer

## Job details

|  |  |
| --- | --- |
| Job title: | HR Officer  |
| Department: | Human Resources |
| Location: | Remote |
| Reporting to: (job title only) | HR Lead  |
| Direct reports: (job title only) | N/A |
| Accountable to: (where applicable) | HR Lead |
| Responsible to:(where applicable) | HR Lead |
| Job purpose: | Working within the HR Team, the role will provide responsive and customer focused HR support. The role will entail providing advice and guidance to managers ensuring best practice and supporting them where necessary with all aspects of HR support. |
| Role and Responsibilities: | * + To provide generalist HR advice and support to assigned managers in the business.
	+ To support the team on the organisation of employee relations casework (including performance improvement processes, disciplinaries, grievances, absence management and retirement processes), including managing a reduced caseload.
	+ Provide support to employees ensuring they are fully aware of their rights and entitlements, adhering to company policies and procedures
	+ Respond to requests on monthly HR stats as required.
	+ Support on monitoring sickness absence in line with the Bradford factor and highlighting patterns to the managers responsible to manage elements effectively.
	+ Supporting the team with TUPE administrative processes.
	+ Contribute to the continuous improvement of the HR systems and practices.
	+ Ensure excellent compliance and organisation through updating employee files and maintaining the HR information system data.
	+ Communicating effectively with payroll to ensure accuracy in relation to pay issues.
	+ Collaborate with HR colleagues to monitor and update HR policies in line with current legislation.
	+ To support with various projects and responsibilities as assigned in line with the HR strategy.
	+ Support on well-being and EDI projects in line with priorities assigned from the wider People Services Team.
	+ Assisting the wider HR team with support in busy periods as required.
	+ To manage and provide support to employees on medical questionnaires, exit interviews and those going on maternity.
	+ Administer HR related documentation including preparation of letters and updating and maintaining files.
	+ Accurately update and maintain HR information databases.
	+ Acting as front line for queries on general HR matters including holiday, sickness and HR policies.
	+ Any other additional duties.
	+ **Equality Diversity & Inclusion (EDI)**
	+ We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.
	+
	+ Be aware of the impact of your behaviour on others.
	+ Ensure that others are treated with fairness, dignity, and respect.
	+ Maintain and develop your knowledge about what EDI is and why it is important.
	+ Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
	+ Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
	+ Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
 |
| Clinical Governance:(where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  | * + CIPD Qualification or working towards CIPD or a desire to do so.
 |
| **Experience** | * + Previous HR experience within an HR environment
	+ Experience of using HR systems/ databases
	+ Experience on supporting managers on a broad range of HR topics
 | * + Experience of formal HR processes including disciplinaries, grievances, performance management and sickness management issues
 |
| **Skills/knowledge** | * + A good understanding of employment law, and processes
	+ IT literate – intermediate level minimum
 |  |
| **Specialist training** | * + Experienced in Microsoft Office (inc Word, Excel, Powerpoint)
 | * + More advanced excel skills desirable
 |
| **Personal competencies and qualities** | * + Excellent verbal and written communication skills, including the confidence and ability to work with managers across all levels of the business
	+ High level of enthusiasm and motivation
	+ Ability to work individually or within a team and foster good working relationships
	+ An awareness of and commitment to supporting and facilitating diversity and inclusion
	+ Ability to work under pressure
	+ Excellent time management and organisational skills
	+ High level of attention to detail
	+ Evidence of values that are consistent with the NHS constitution.
	+ Interpersonal skills to engage and develop working alliances with colleagues and patients.
	+ Evidence of an openness to learning new knowledge and skills.
	+ Excellent verbal and written communication skills
 |  |

# Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

|  |  |  |
| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
|  |  |  |