

JOB DESCRIPTION - HR OFFICER

1 JOB DETAILS

Job Title	HR Officer	Line Manager	HR Manager
Grade Level	3	Spine Pt Range	21 – 25 £24,557-£27,747
Section/Unit	HR	Directorate	Internal Services
Location	65 Bonnington Road, EH6 5JQ		
Hours	37.5	FTE	1
OR	Required to have a genuine and active Christian faith and commitment		

2 JOB PURPOSE

To provide HR support, guidance and record management for all staff in conjunction with the whole HR Team across a wide range of HR functions, ensuring that all staffing matters are handled in line with employment legislation and Bethany ethos, and proactively enhancing the HR service provision. Support line management in delivering Bethany's holistic management approach, valuing the importance of culture, person, support and performance.

3 MAIN RESPONSIBILITIES

Approx. % time

<ul style="list-style-type: none"> Contribute to and enhance the end-to-end recruitment, selection and induction process for all new staff. Process PVG and disclosure applications and support SSSC registration management. Provide support to employees leaving the organisation, including completion of all necessary forms and facilitation of exit interviews with line management. 	20%
<ul style="list-style-type: none"> Enable proactive performance management and staffing support across the organisation through the provision of up to date advice and guidance on a full spectrum of HR topics, including absence management, redundancy, disciplinary/grievance cases, tailored support and training options, thereby equipping managers on appropriate decision making. 	30%
<ul style="list-style-type: none"> Contribute to database management on iTrent – sickness input / data input / system administration/payroll changes / preparation of payroll information in conjunction with finance/configuration. Monitor and report on staff absence across the organisation. 	15%
<ul style="list-style-type: none"> Fulfil HR administration tasks and ensure that HR inbox queries are responded to with and managed in a timely manner as part of the HR team working together. 	15%
<ul style="list-style-type: none"> Training – organisation and administration of courses, including promotion of courses on Bethany Academy - mandatory training / induction / SVQ administration and liaison in conjunction with the HR Manager and line management across Bethany. 	10%
<ul style="list-style-type: none"> Ensure up to date knowledge of legislation and best practice in order to contribute to ongoing policy and procedure development in conjunction with the HR Manager and EMT. 	5%
<ul style="list-style-type: none"> Undertake projects and other tasks, as required by the HR Manager, supporting other members of the HR team to further improve the effectiveness and efficiency of the HR service. 	5%

4 PLANNING AND ORGANISING

- The post holder will:
 - provide HR Support and guidance to management and staff
 - provide advice, and attend meetings, in relation to employee performance, conduct and absence management
 - take a lead in guiding managers through disciplinary and grievance process
 - take a lead in guiding managers through redundancy consultation and TUPE consultation processes
 - in conjunction with the HR team run induction days
 - assist the HR Manager with the production and implementation of HR policies and procedures
 - assist with HR Administration as required during busy periods.
- The post holder will support the arrangements for Bethany Blethers Breakfast events.
- The post holder is required to plan for the smooth running and flow of routine activities, including disseminating information and anticipating support required by others.

5 PROBLEM SOLVING

- The post holder will be required to take the initiative in their role
- The post holder will have the confidence and ability to prioritise a busy workload with competing demands.
- The post holder will keep their knowledge of employment law up to date on an ongoing basis.
- The post holder will be expected to meet and communicate with managers at all levels across the organisation to provide sound HR advice ensuring adherence to organisational policies and procedures and current legislation.
- The post holder will be required to have excellent time management skills.

6 DECISION MAKING

- The post holder will make decisions in managing tasks with a range of competing priorities.
- The post holder will help identify and analyse trends in people behaviour and management ensuring our values are integral to enabling high performance, inspirational leadership and a supportive team-working culture. They will also assist in planning organisational development initiatives around our values to ensure the organisation is able to meet the agreed aims and objectives.
- The post holder will provide HR support for the organisation, integrating the organisational values into their work and demonstrating behaviours, which reflect these values.

7 KEY RELATIONSHIPS & CONTACTS

The post holder's key contacts will include:

- HR Manager
- HR Team members
- Divisional Director
- Group Head, Managers & EMT
- Staff across the organisation

8 PERSON SPECIFICATION

Essential experience, skills and qualities required for this role:

- CIPD qualified or in progress. Relevant qualification gives 2 spine point uplift
- Have a passion for people and delivering an excellent HR service
- Excellent verbal and written communication
- Accurate and efficient administration skills
- Strong time management and prioritisation skills
- Excellent team work approach
- Experience in providing HR advice and guidance and good knowledge of current employment legislation and best practice
- Ability to network and build strong professional relationships
- Excellent IT skills and experience of using HR systems
- Desire to grow and develop personally with a teachable approach as well as a commitment to continually improve the HR service
- Commitment to the organisational mission and vision of the charity
- Commitment to love, serve and value people and to role model Bethany values to others
- Required to have a genuine and active Christian faith and commitment

10 DIMENSIONS

- The post holder reports to the HR Manager
- The organisation:
 - Staff numbers approximately 200
 - Volunteers approximately 2,800
 - Multi-site charitable organisation across Scotland
- The post holder will be required to travel to and from various sites.

11 JOB CONTEXT

- The HR function delivers services on behalf of the organisation as a practical expression of Christian love in action. The HR Officer is required to have a genuine Christian faith and a live church connection as an Occupational Requirement.

12 JOB DESCRIPTION CREATION AND REVISION

Created	31 Jan 2022
Reviewed	May 2022