

# Human Resources Officer Job Role Profile

## KEY RESPONSIBILITIES:

### 1. Recruitment and Selection

- Manage the full recruitment cycle, including job postings, candidate screening, interviews, and onboarding.
- Develop and implement effective recruitment strategies to attract top talent.

### 2. Employee Relations

- Address employee concerns and grievances promptly and professionally.
- Facilitate conflict resolution and promote a positive work environment.
- Liaise with Senior Management, line managers and colleagues on HR related issues

### 3. HR Policies and Procedures

- Develop, update, and enforce HR policies and procedures in compliance with UK employment laws.
- Ensure all employees are aware of and adhere to organisational policies.

### 4. Training and Development

- Identify training needs and coordinate training programmes to enhance employee skills and performance.
- Support career development initiatives and succession planning.

### 5. Performance Management

- Assist in the development and implementation of performance appraisal systems.
- Monitor and evaluate employee performance, providing feedback and support.

### 6. HR Administration

- Manage and process absence management procedures
- Maintain accurate and up-to-date employee records.
- Prepare HR reports and metrics for management review.
- Assist in monthly Payroll related duties including processing of pay run as required in lieu of the Finance Manager.
- Support data/information required to complete payroll on a monthly basis reporting any changes to staffing.

## **7. Any other duties as reasonably required to support the organisation.**

### **Qualifications:**

- Relevant professional qualification in Human Resources or a related field.

### **Preferred Skills:**

- Proven experience as an HR Officer or in a similar role
- Strong knowledge of HR best practices and UK employment laws
- Excellent communication and interpersonal skills
- Effective organisational, time management and prioritisation skills
- Proficiency in HR software and Microsoft Office Suite
- Ability to handle sensitive information with confidentiality.

### **Work Environment:**

- Supportive, positive and collaborative team culture
- Opportunities for training, career growth and development
- Family-friendly environment with a focus on staff wellbeing.

### **Values and Personal Commitment:**

- Show commitment to the values of Early Years Scotland
- Ensure a highly professional and positive attitude is presented at all times.
- Take responsibility for your own professional learning and value constructive feedback.
- Show a commitment to reflection, self-evaluation, and self-development.
- Value, appreciate and respect the contribution of others.
- Show commitment to achieving high standards and objectives which are planned and agreed.
- Demonstrate flexibility, working on own initiative and self-reliance.
- Observe confidentiality at all times in line with policy.
- Value and promote fairness, diversity, social inclusion, and anti-discriminatory practice.

## **TRAINING AND DEVELOPMENT**

The HR Officer will be expected to keep up to date in terms of knowledge and skills in their area of work. It is also expected that all staff will keep themselves up to date in terms of policy developments, priorities and practice at organisational, local and national level.

The HR Officer will be given the opportunity to develop professional interests within the limits of time and resources available and in accordance with furthering the aims of the organisation.

The HR Officer will promote and adhere to the values, philosophy, and policies of Early Years Scotland at all times.

In recognition of the value placed on volunteering within Early Years Scotland the HR Officer will encourage volunteers to be involved in the work of the organisation.

## **ACCOUNTABILITY**

The HR Officer is accountable to the Board of Directors through the Chief Executive and will be line managed by the Depute Chief Executive