



Post: HR Officer

Responsible to: Head of Human Resources

Overall Objectives

- Be responsible and involved with all aspects of the HR processes including employee relations, recruitment, disciplinary and grievance as well as looking after the absence management procedures.
- To ensure that HR policies, procedures and process are fully compliant with legal and statutory requirements.
- To ensure HR KPI's are produced on a monthly basis and analysed in terms of key trends
- To have an understanding of payroll, pensions and benefit process.

Key Responsibilities

- Be responsible for your own caseload and support line managers in dealing with performance management issues such as capability, absence, disciplinary and grievance to ensure that they are conducted in a fair, objective and compliant manner as well as adhering to Policy, Procedure and Employment Law.
- To take minutes and represent HR at meetings where required.
- Monitor absence on a monthly basis, using the Bradford Factor and liaise with managers in relation to absence management.
- To work in conjunction with the Head of HR on the review and implementation of all relevant HR policies and procedures.
- To ensure HR KPI's are produced, managed and analysed to ensure compliance throughout the business.
- Ensure the HR system is up to date and for all employee information to be kept in accordance with GDPR.
- To work in conjunction with our Internal Recruiter to ensure we provide a service to line managers in respect of senior and or office based recruitment and selection of staff, ensuring all recruitment activity is within budget and in accordance with the Ability's diversity and equality policies.
- To ensure all amendments for employees are processed in conjunction with payroll and ensure all correspondence is sent in a timely and efficient manner.
- To assist with the pensions and benefits administration where required



- To oversee the payroll post and be able to check and sign off of all payroll reports before final sign off by Finance.
- To consult appropriately on implementing any changes and communicate to all employees to ensure understanding and compliance.
- To provide HR input and support to any projects which involve TUPE transfers.
- To keep abreast of current trends in pay and reward and contribute to regular reviews of Ability's compensation and benefits package.
- To champion the promotion of Diversity and Equality throughout Ability's HR policies and practices.
- To attend meetings and carry out other duties reasonably requested in the absence of the Head of Human Resources.
- Any other duties that fall into the scope of this role.
- Willing to travel to all office locations.

PERSON SPECIFICATION

Qualifications, Experience and Knowledge:	Essential/Desirable
CIPD Qualified to Level 5 or studying towards	E
Minimum of 2 Years' experience within a HR Function managing employee cases	E
A thorough understanding and knowledge of Employment Law,	E
Proven experience of understanding all payroll processes inc pensions.	E
Makes sensible, intelligent decisions in order to advise managers on employee related matters.	E
HR System experience, including implementation, management and data analysis	E
Excellent interpersonal, written and presentational skills for varied audiences	E
Excellent attention to detail and organised	E
Demonstrate strong leadership and good communication skills,	E
Demonstrates a "Can DO" Approach - approaches all tasks in an enthusiastic way.	E
Capable communication skills - handles complex and difficult situations with thought and confidence in a way that managers and employees can understand.	E
Competent user of Microsoft Word, Excel, Outlook and PowerPoint	E
Displays integrity - is sincere in own behaviour and in dealings with others	E
Self motivated and self aware - recognizes own strengths and weaknesses	E
Takes a broad interest in the success and development of the company and the human resource function as a whole	E
Works with others in a collaborative and solutions focused manner to achieve positive outcomes	E
Can quickly establish credibility and respect and build strong working relationships with department managers.	E
Takes a broad interest in the success and development of the company and the human resource function as a whole	E
Lead, motivate and influence staff at all levels, delivering excellent results on all employee matters	E
Must have a full Driving Licence and own vehicle available for work purposes	E
Experience working within a Social Care environment	D