**Wyggeston &
Queen Elizabeth I
College**

JOB TITLE:	Human Resources Officer
ACCOUNTABLE TO:	Human Resources Manager
JOB PURPOSE:	To support the HR Manager in the provision of an efficient and effective human resources function for the College, along with responsibility for the full employee life cycle of a nominated headcount.

KEY RESPONSIBILITIES

- To have day to day responsibility for the administration of the recruitment processes for relevant recruitment campaigns.

- To be responsible for the daily recording of staff absence and the associated processes through the absence management policy, including external intervention where appropriate

- To contribute to the development and maintenance of the HR database

- To be responsible for the production of correspondence with staff in relation to all contractual matters

- To co-ordinate the arrangements for ensuring that all documentation and processes relating to new staff and staff leaving the College is completed in full

- Responsibility for the induction process for all new starters ensuring a continual improvement process is in place, along with feedback and review

- To be responsible for the completion of appropriately approved paperwork for timely transfer to the Finance and Payroll Officer in relation to new starters, leavers and contract changes

- To deal with HR enquiries from staff, directing them to the appropriate source of further support as appropriate

- Responsibility for ER casework for full completion of process, through investigation to outcome and recommendations.

- To provide day to day support and guidance to the HR Assistant(s)

- To deputise for the HR Manager in their absence and maintain the levels of support available to all staff

- To contribute to the preparation and provision of HR management information for the College and for government and employer organisations as required

ADDITIONAL ACCOUNTABILITIES

The post of HR Officer will also hold an accountability for either

- The progress, co-ordination and management of the Staff Wellbeing Group, its activities and progress of the Wellbeing strategy, to also include the administration of the Display Screen Equipment (DSE) self-assessment and follow up processes for staff

- Accountability for the review, update and publication of HR related college policies and procedures

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students

- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality

- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility

- To support, promote and operate in line with the College mission and values

- Commitment to the continuous improvement of services offered by the College

- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive, and the tasks associated with the key responsibilities can be expected to change over time

- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Assessment Evidence
Education & Qualifications		
GCSE Grade 4 or above in Maths and English or equivalent	Essential	Certs/App Form
Level 5 CIPD qualification	Essential	Certs/App Form
Member of CIPD	Essential	Certs/App Form
Minimum of 2 A levels or equivalent Level 3 qualification	Desirable	Certs/App Form
Commitment to continued professional development	Essential	Int
Experience, Knowledge & Abilities		
Significant experience of working in an HR context	Essential	App Form/Int
Significant experience in ER casework in all areas	Essential	App Form/Int
Experience of working and liaising with a wide variety of stakeholders both internal and external	Essential	App Form/Int
Experience of maintaining and developing data record systems	Essential	App Form
Experience of writing reports	Essential	App Form
Experience of dealing with confidential situations and sensitive information	Essential	App Form
Ability to work with accuracy and attention to detail	Essential	App Form
Ability to work effectively both independently and as part of a team	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	App Form/ Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Excellent communication skills, both verbally and in writing, with a range of stakeholders	Essential	App Form/Int
Experience of working in a college or school context	Desirable	App Form
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int