

Job Description

HR Officer

Date: November 2018

POST: HR Officer

SERVICE: People and Change

DIRECTORATE: Workforce

GRADE: 5

RESPONSIBLE TO: HR Recruitment and Operations Manager

RESPONSIBLE FOR: No direct reports

TYPE: 1) Hot desking or Agile/Mobile Working

All Council posts are subject to National Joint Council (NJC) conditions of service.

Basildon Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

Please note that the Council applies a robust recruitment vetting process.

MAIN PURPOSE OF JOB

To support the administration of the day to day operation of the Human Resources function in the areas of Recruitment and Selection, Pay and reward, Employment conditions, Management information and Employee relations.

DUTIES

Recruitment

1. Administration of recruitment, including kick start meetings, advising managers on advertising media, placing advertisements externally, overseeing the preparation of application packs where appropriate liaising with recruitment agencies.
2. Quality control of 'job packs', including shortlisting, interview questions, tests, timetable setting, reference requests and offer letters.
3. Administer assessment centres, scoring and giving feedback as appropriate.
4. Support the production of workforce planning data and information.

Pay and Reward

1. Ensure the notification to Payroll of all starters in order to ensure timely payment of salaries.
2. Ensure the notification to Payroll of all leavers in order to ensure that staff are taken off the Payroll and avoid overpayments. This will include accurately calculating leavers' entitlements e.g. annual leave and identifying any outstanding loans such as car loans and the repayment of qualification training.
3. Prepare associated correspondence and ensure notification to payroll of any amendments and changes to salaries, e.g. secondments, acting up, additional hours or other payments, ensuring timely payments and avoiding any overpayment.

4. Help Co-ordinate and support the job evaluation process including undertaking Job Evaluations and liaising with Managers as appropriate.
5. Co-ordinate the updating and reporting processes on systems to ensure consistency e.g. increments, pay changes and structures.

Employment conditions

1. Assist with the induction of staff and issue their contracts of employment.
2. To advise on Local government national and locally agreed conditions of service. This covers attendance, leave, sickness absence, employment practises, health and safety, staff rules, general conduct, maternity leave and related family friendly policies and procedures, training and expenses and travel allowances. Referring complex and sensitive enquiries as appropriate.
3. Advise and assist managers in taking appropriate action in relation to the sickness absence policy and procedure, including effective liaison with occupational health.
4. Advise on writing of job descriptions to ensure they meet statutory requirements and corporate standards.
5. Assist managers in supporting staff applying for assistance through access to work.

Management Information

1. Overall responsibility for HR systems both manual and computerised. Ensure records are complete and up to date.
2. Ensure Efile protocols are followed at all times.
3. To assist in the ongoing development and maintenance of a range of effective Human Resources information systems to support the Council, its managers and employees.
4. To contribute to the maintenance, development and implementation of corporate Human Resources management policies, procedures and practices, which are effective, efficient and ensure equality of opportunity.
5. Utilise business intelligence tools to enable production and reporting of data.
6. Work in partnership with key stakeholders (finance) to maintain establishment data.
7. Maintain establishment data including organisation chart software.

Employee relations

1. To advise, guide and support managers and employees on the implementation and operation of Human Resources policies, procedures and practices.
2. To provide professional guidance and support to managers on less complex casework e.g. terms & conditions of employment, HR policies and procedures etc.
3. To help promote a good employee relations climate, acting as a point of contact with the trade union in appropriate instances under the guidance of senior members of the HR team.

General

1. To promote and monitor good practice in Human Resources
2. Work with the appointed consultants on Human Resources activities including Restructures, TUPE and process re-engineering.
3. To participate in the office cover in relation to annual leave and peaks in activity within the wider People and Change Team.
4. To provide Human Resources representation at meetings as required.
5. To contribute and be responsible for a range of specific initiatives and special projects as requested.
6. To undertake any other duties appropriate to the grade, qualifications and responsibilities of the post.

PERSON SPECIFICATION

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|------------------------|--------------------------|-----------------------|------------------|
| Position Title: | HR Officer | Date Prepared: | July 2018 |
| Department: | People and Change | Band: | 5 |

| | | |
|-----------------------------|----------------------|----------------|
| AF= Application Form | I = Interview | T= Test |
|-----------------------------|----------------------|----------------|

| | REQUIREMENTS | Essential | Desirable | Assessed |
|-----------|---|------------------|------------------|-----------------|
| 1. | EXPERIENCE AND KNOWLEDGE | | | |
| 1.1 | Experience of working within an HR environment | ✓ | | AF/I |
| 1.2 | Experience of applying policies and procedures consistently within a range of situations | ✓ | | AF/I |
| 1.3 | Experience of computerised HR systems | | ✓ | AF/I |
| 1.4 | Knowledge of relevant legislation and current trends within HR | | ✓ | AF/I/T |
| 1.5 | Intellectual capacity to demonstrate or acquire an understanding of the broader operating context for the Council and partners | ✓ | | AF/I |
| 1.6 | Knowledge of fundamental HR and people management processes | ✓ | | AF/I |
| 2. | COMPETENCIES | | | |
| | DECIDING AND INITIATING ACTION | | | AF/I/T |
| 1.1 | <ul style="list-style-type: none"> a) Makes prompt, clear decisions which may involve tough choices or considered risks b) Takes responsibility for actions, projects and people c) Takes initiative, acts with confidence and works under own direction d) Initiates and generates activity | ✓ | | |
| | WORKING WITH PEOPLE | | | AF/I/T |
| 2.1 | <ul style="list-style-type: none"> a) Demonstrates an interest in and understanding of others b) Adapts to the team and builds team spirit c) Recognises and rewards the contribution of others d) Listens, consults others and communicates proactively e) Supports and cares for others f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses | ✓ | | |
| | PLANNING AND ORGANISING | | | AF/I/T |
| 6.1 | <ul style="list-style-type: none"> a) Sets clearly defined objectives b) Plans activities and projects well in advance and takes account of possible changing circumstances c) Manages time effectively | ✓ | | |

| | REQUIREMENTS | Essential | Desirable | Assessed |
|-----|---|-----------|-----------|----------|
| | d) Identifies and organises resources needed to accomplish tasks e) Monitors performance against deadlines and milestones | | | |
| 6.2 | DELIVERY RESULTS AND MEETING CUSTOMER EXPECTATIONS a) Focuses on customer needs and satisfaction b) Sets high standards for quality and quantity c) Monitors and maintains quality and productivity d) Works in a systematic, methodical and orderly way e) Consistently achieves project goals | ✓ | | AF//T |
| 7.2 | COPING WITH PRESSURES AND SETBACKS a) Works productively in a high pressure environment b) Keeps emotions under control during difficult situations c) Balances the demands of work life and personal life d) Maintains a positive outlook at work e) Handles criticism well and learns from it | ✓ | | AF//T |
| 3.1 | EDUCATION AND TRAINING Studying to achieve/ have achieved graduate CIPD/ CPP | | ✓ | AF/I |