

|  |
| --- |
| **Senior HR Officer** |

|  |  |
| --- | --- |
| **Reporting to:** | HR Director |
| **Working Hours:** | Monday – Friday, 8.30am – 5pm |
| **Salary:** | M1 Salary Band (point 28 – 34 currently £30,208 - £35,012) |
| **Annual leave** | 26 electable days, 8 statutory days and efficiency closure days at Christmas |

**Job Purpose**

As Senior HR Officer you will work proactively with College Managers and the HR Director. Whilst there will be elements of traditional, generalist HR, the post holder will be expected to support key strategic projects and support organisational development. The role will incorporate the full remit of HR activity, from coaching managers to implementing strategies which select, develop and retain the best staff to meet the College’s objectives.

The post holder will be required to influence the organisation through effective management and delivery of a proactive HR service in a full generalist role within a fast paced HR environment.

**Duties and Responsibilities of the Job**

|  |
| --- |
| 1. Working closely with College Managers and Senior Leaders proactively delivering a business partnering approach, acting as a consultancy professional, assisting the line managers in understanding and implementing procedures and policies. |
| 1. Be the first point of contact for College Managers for all strategic and high level HR matters. Regularly meeting College Managers to understand issues, opportunities and new ways of working within their teams |
| 1. Undertaking generalist HR responsibilities including:  * Recruiting staff through developing job descriptions and person specifications, preparing job adverts, advertising roles, checking application forms, shortlisting, interviewing and selecting candidates. * Dealing disciplinary and grievance procedures as necessary. Attending formal meetings, taking notes (where required) and advising managers on the processes to follow. * Working with College Managers to ensure that they and their teams are comfortable administering the appraisal framework and providing assistance where required * Managing sickness cases, liaising with Occupational Health and assisting employees with return to work arrangements. * Providing confidential ad hoc advice and assistance to Plumpton College employees |
| 1. Identifying and communicating potential risks and taking appropriate action and giving advice. |
| 1. Supporting the HR Director with organisational design and strategic workforce planning |
| 1. Helping to identify medium and longer term resourcing requirements and support wider retention and attraction strategies. |
| 1. Planning and sometimes delivering training, including new staff inductions |
| 1. Assisting on HR projects as directed, embedding new initiatives, assisting with the implementation and training workshops for new initiatives as required e.g. employee benefits and retention strategies |
| 1. Reviewing and supporting policy development ensuring policies are legally compliant and recommending changes as when necessary. |
| 1. Developing succession planning strategies and identifying risks /hard to replace roles. |
| 1. Providing high level data and reporting to stakeholders as required |
| 1. Overseeing and developing the buddying process to ensure sufficient buddies across the College for all new starters. |
| 1. Carrying out routine audits on Staff Single Central Record and other key HR systems. |
| 1. Assisting HR colleagues as and when required, especially during busy times. |

**Other responsibilities and duties**

|  |
| --- |
| 1. Comply with the College’s Equality & Diversity and Safeguarding policies |
| 1. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD. |
| 1. Adhere to the College Safety Policy, ensuring that appropriate safety standards are maintained during practical activities |
| 1. Participate in, and contribute to, activities involving the recruitment, marketing and promotional activities on behalf of the College. |
| 1. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

* enthusiastic about learning
* responsive to student, customer and community needs
* aspiring to the highest standards
* professional and enterprising
* innovative and creative, and
* friendly and welcoming

|  |
| --- |
| **Essential criteria for the post** |

|  |
| --- |
| 1. A fully qualified (or working towards) Member of the ‘Chartered Institute of Personnel and Development’ (MCIPD) |
| 1. Experience of supporting managers across a variety of departments at different levels in all aspects of HR and training |
| 1. Ability to deliver technical HR knowledge in non-technical language |

|  |
| --- |
| 1. Solid employment law knowledge and proven experience of applying updated legislation to a variety of HR situations. |
| 1. Excellent communication skills with a proven ability to negotiate, influence and present to a wide range of audiences, presenting complex scenarios in plain simple language |
| 1. Capacity to work under pressure whilst retaining a calm disposition and a track record of managing and prioritising a substantial workload and meeting deadlines. |
| 1. Organised and methodical approach to administration and record keeping |
| 1. Excellent IT Skills |
| 1. Excellent written and verbal communication skills are essential |
| 1. Ability to research, evaluate and analyse new HR techniques, methods, and procedures |
| 1. Ability to understand comprehensive information |
| 1. Able to work alone on a broad variety of projects. |
| 1. Integrity and friendly approach |

|  |
| --- |
| **Desirable criteria** |
| 1. At least five years’ experience of working in a generalist HR environment, to include administration of recruitment and training at all levels |
| 1. Degree in business management, human resources management, psychology, or social administration from an accredited institution. |
| 1. Knowledge of iTrent would be an advantage |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

This is a full time position and basic working hours are to be worked within the College day; from 0830hrs to 1700hrs Monday to Friday. Some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave full time entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave can be booked via itrent from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal