# PATHS FOR ALL PARTNERSHIP

**JOB DESCRIPTION**

**Post Title**: HR Officer

**Responsible to**: Business Manager

You will have experience providing support with comprehensive knowledge and understanding of employment legislation, HR best practice and project delivery support.  You will also be confident in the use of HR Information Systems.

# MAIN ACTIVITIES

1. To provide the generalist HR function within PFA as directed by the Business Manager including all aspects of HR records, procedures and policies eg relating to new starts and leavers, contracts of employment, leave, performance and all aspects of our employee benefits package.
2. To research and draft HR/Personnel policies and operating guidelines, ensuring compliance with statutory legislation and the adoption of good practice.
3. To advise Board and Staff on compliance with the policies and operating guidelines within the Staff Handbook.
4. To provide reports on staffing related matters to support the organisation’s governance arrangements, including to Senior Management Team and Board
5. To support the continued development of staff by effective management of training and development initiatives.
6. To ensure compliance to the General Data Protection Regulation, of all HR related activity
7. To ensure effective processes are in place and delivered to ensure the efficient operation of the HR function
8. To advice and support our commitment to staff health and wellbeing
9. To support the Business Manager in wider organisational developments to support the organisation to succeed.
10. To assist in the process payroll and pension reports and input data to Sage, including statutory payments, salary sacrifice, maternity and sick pay calculations
11. To undertake any other duties appropriate to the post and in accordance with the needs of the Partnership
12. This job description will be reviewed periodically and updated as required in consultation with the post holder.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | HND or Degree in human resources management/a combined degree such as business management and human resources | Business Management qualification |
| **Work experience** | Relevant work experience including the following: |  |
|  | Successful track record of providing HR support within a small-medium organisation | Experience within the third sector  Familiarity with payroll and pensions procedures |
|  | Knowledge of HR Information systems |  |
|  |  | Business support experience |
| **Special skills and aptitudes** | Excellent written communication and oral presentation skills |  |
|  | Knowledge of the General Data Protection Regulation, the ability to apply these within areas of responsibility and a clear understanding of confidentiality within office and computerised data storage systems and processes |  |
|  | Strong MS Office skills and the ability to manipulate data and create reports |  |
| **Personal qualities** | Proactive and solution-orientated | |
|  | Ability to work effectively with minimal management/supervision | |
|  | Able to demonstrate sound professional judgement and act with confidentiality and discretion | |
|  | Ability to develop and improve services, systems, and procedures | |
|  | Highly organised with the ability to prioritise workload | |