

## HERON & BREARLEY

### HUMAN RESOURCES OFFICER (2017) ROLE PROFILE

**JOB FAMILY:**

**HR CODE:**

STRUCTURE	LINE MANAGEMENT RESPONSIBILITIES
This role is located at Head Office and forms part of the HR team reporting to the HR Manager	N/A

MISSION & PURPOSE
<ul style="list-style-type: none"><li>➤ To provide day to day generalist HR services and support to H&amp;B and associated businesses in line with IOM/UK legislation, best practice and H&amp;B policies &amp; procedures</li><li>➤ Assist the HR Manager with the effective delivery of HR activities in line with the HR strategy</li></ul>

KEY RESPONSIBILITIES & DELIVERABLES
<ul style="list-style-type: none"><li>➤ <b>Provide critical support for all HR systems, policies &amp; processes, and administrative procedures including:</b><ul style="list-style-type: none"><li>• Key role recruitment</li><li>• Workforce planning</li><li>• Employee inductions</li><li>• Employee benefits</li><li>• Contracts of employment</li><li>• Learning &amp; Development</li><li>• Performance Management</li><li>• Disciplinary &amp; Grievance</li><li>• Employee engagement</li><li>• Employee welfare</li><li>• Absence management</li><li>• Developing/Reviewing and implementing new policies &amp; procedures</li><li>• Employee Relations</li><li>• Work permits</li><li>• HR administration</li><li>• Data protection</li><li>• HR strategy development</li><li>• Health &amp; Safety</li><li>• HR projects</li></ul></li><li>➤ <b>Legal Compliance</b><p>Assist the HR Manager to ensure compliance with IOM and UK employment law and best practice/best fit across H&amp;B and associated businesses.</p></li><li>➤ <b>HR Helpdesk</b><p>Responsible for general/low level HR tasks – review, complete and delegate as appropriate. Must take ownership of tasks and drive them forwards showing the appropriate sense of urgency.</p></li></ul>

➤ **Social Club Committee**

Play an active role within the H&B Social Club Committee. Attend meetings, plan events, maintain appropriate records, communicate with employees and measure and report upon effectiveness

➤ **Payroll Cover**

Provide cover for the Payroll Manager during periods of absence including:

- All weekly payrolls
- All monthly payrolls
- Payroll compliance
- Payroll administration
- Payroll queries

➤ **Undertake personal development opportunities for the needs of the role**

Maintain CPD and a thorough knowledge of all current HR legislation, policies and procedures

**SKILLS & BEHAVIOURS**

- Sound knowledge of Human Resource Management issues and relevant employment regulations
- A confident communicator, both in spoken and written word
- Be able to manage internal & external relationships across diverse client groups
- Excellent organisation and problem solving skills to handle a demanding and challenging workload
- Able to maintain a high quality and high volume of work during busy periods
- A high degree of personal integrity and respect for confidentiality
- Tactful, diplomatic and able to operate in a fast-moving and often reactive environment
- Able to work under own initiative and prioritise work effectively
- Versatile, resilient and adaptable to changing situations
- Excellent keyboard skills and a practical knowledge of Microsoft Office software
- Empathetic, able to look at situations from differing points of view
- A high standard of professional ethics, able to represent the HR team and the business, leading by example

**QUALIFICATIONS & EXPERIENCE**

- The holder of the CIPD “Certificate in Personnel Practice” or relevant equivalent.
- Ideally the holder of the CIPD level 5 qualification, part-qualified or willing to work towards it.
- Must have previous generalist experience within a HR function (preferably including payroll).

The above statements are intended to describe the general nature and level of the work being performed. They are not construed as an exhaustive list of all deliverables and responsibilities and duties. All employees are expected to be flexible in approach and may be required to perform other duties as may be reasonably required for the benefit of the H&B and associated businesses to add value.

<b>Date prepared:</b>		
<b>Agreed by:</b>	<b>Incumbent</b>	<b>Manager</b>
<b>Review date:</b>		