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| Job Title  |  HR Officer  |
| Responsible to  | Head of Human Resources  |
| Hours of Work | 37 hours per week  |
| Salary  | NJC Scale Point 23 £27,741 FTE per annum pro rata  |
| Contract  | Fixed Term Contract for 12 months |
| Location  | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised | July 2021 |

This job description may change to reflect changing requirements of the role.

**Aims of the Position**

* To support the Head of HR in providing a generalist HR service to the organisation, providing advice and guidance to Managers as appropriate in accordance with Juno policies and procedures.

**Responsibilities and Duties**

The list below describes the main responsibilities and duties of the role but is not a finite list. You will be required to carry out any other duties commensurate with this post.

**Provide a generalist HR Service**

* Advising Managers on best practice, employment law and HR related policies in accordance with Juno policies and procedures.
* Guiding managers and employees through investigation, disciplinary, and grievance procedures, checking and reviewing that the necessary actions have been taken, and that the relevant paperwork has been completed and logged etc.
* Providing support to managers throughout the recruitment process, including proof reading job descriptions, drafting and placement of adverts and assisting with both internal & external applicant background checks.
* Managing the new starter process working alongside the HR Administrator.
* Provide management reports as required.
* Maintaining a HR log with all enquiries received/advice given/issues raised to HR and chasing them for closure.
* Maintaining, reviewing and updating HR policies, procedures, manuals, and training documentation in line with organisational changes and/or government legislation and employment law.
* Monitor and report on absence levels across the organisation
* Supporting the HR Administrator with the payroll process, liaising with staff and our payroll provider, calculating staff entitlements.

HR Administration

* Possibility of Line Management and supervision of a HR Administrator.
* Assist in the maintenance and development of the HR database (Cascade). Analyse workforce data from Cascade and report as required.
* Ensure HR records are maintained and up to date.
* Respond to employee enquiries including emails, telephone and face to face.
* Carry out monthly payroll checks to ensure accuracy in accordance with JUNO rules and regulations.
* Minute taker at HR related meetings.
* Assist the HR administrator to ensure new employees have the resources and equipment required to undertake their roles.
* The production of HR Letters to employees.

Management Support

Provide advice, guidance and support on all HR policies, procedures and systems.

Provide advice and guidance to managers in relation to:

* Change management
* Absence management
* Disciplinary and grievances
* Learning and development
* Flexible Working Requests

Organisational Support

* Provide advice and guidance as required by the CEO and the Board of Trustees.
* Coordinate and participate in the HR Sub Group of the Board of Trustees as required.
* Maintain positive working relationships with trade unions.
* Manage and coordinate the annual Staff Survey process to ensure a high response rate, including analysing data and providing advice on patterns and trends where appropriate.
* Ensure the organisation’s policies, procedures and practice are compliant with GDPR.
* Encourage all outgoing employees complete exit questionnaire and an exit interview, analysing trends and providing feedback where appropriate to management.

**Contribute to the high-performance and development of your team**

* Contribute effectively to team working, team meetings and the team plans.
* Maintain and keep up to date with employment legislation and case law
* Attend regular staff and team meetings, supervision and appraisal meetings
* Ensure effective implementation of Juno’s Equality and Diversity policies and awareness and integration of an equalities and human rights agenda in all your work.
* Ensure service standards are maintained and all policies and procedures complied with.
* Work with volunteers as necessary to enhance the capacity of the service. Induct and mentor volunteers recruited to support the service.
* Undertake training and ensure your knowledge is up to date and where relevant shared with your team.

**General Duties**

* At all times protect the safety and security of Juno and service users, staff, volunteers, and all those in the work of Juno, Juno premises and the confidentiality of records and other information;
* Uphold the right of women, children and young people who have experienced domestic

violence, advocating vigorously for them while offering protective strategies, and appropriate safe services;

* Adhere to Safeguarding Children and Adult policies, Health & Safety and Equal Opportunities;
* Adhere to the terms of relevant legislation, especially in respect of Safeguarding Children and vulnerable adults, Equality & Diversity, Employment and Health and Safety; and also keep updated of any changes or proposed changes in relevant legislation, policy and practice;
* Undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.
* Undertake training as agreed at supervision sessions.

**Values, Behaviours & Competencies**

* Committed to the purpose of Juno Women’s Aid, ensuring that the Survivor is at the heart of service delivery and development.
* Provide the service at times and days to meet organisational needs and in line with contractual requirements.
* Feminist and committed to fostering innovation and continuous improvement in working practice.
* Flexible and open to new challenges, ideas and experiences, and able to be self-reflective.
* Committed to understanding diversity and ensuring anti-discriminatory practice is applied in all forms of our work.
* Non-judgemental with a commitment to self-care within the team.
* Collaborative, building relationships with internal and external partners.
* Non-judgemental with a commitment to self-care within the team and wider organisation.

**Other:**

1. This post is subject to completion of a six month probationary period.
2. Must be able to visit sites and work across Juno Women’s Aid sites as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**For Official Use only**

Agreement to Job Description by candidate accepting the job offer:

*In accepting the offer of employment by Juno Women’s Aid, I agree to work to this Job Description and understand that this may change to reflect changing requirements of this role.*

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| --- | --- |
| Name:  | Signature:  |
| Date: | Start date: |

**PERSON SPECIFICATION - HR Officer**

**Key to Table**

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| **A** | **Application areas will be used to shortlist** |
| **I**  | **Tested at Interview Stage** |
| **T** | **Test** |

*When completing the application form, please use clear examples of how your experience, ability, skills/transferable skills, meet the requirements detailed in this Person Specification. Please include examples from paid or voluntary work/activities or other 'life' experiences. This information will be used as a basis for shortlisting Where you don’t meet the requirements of the post currently, please explain how you intend on doing so, for instance via training and commitment to personal development.*

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|  |  | A  | I | T |  |
| **Values, attitudes and personal qualities**  |
| 1 | A commitment to the principles and values of Women’s Aid England and Juno. | X | X |  |  |
| 2 | Upholding and promoting inclusion, equality and diversity in all areas of practice and performance. | X | X |  |  |
| 3 | A flexible and solution focussed approach to your work. | X | X | X |  |
| **Knowledge and Understanding** |
| 4 | A good working knowledge of current employment law, legislation, HR best practice and equalities legislation.  | X | X | X |  |
| **Qualification** |
| 5 | CIPD qualified or part qualified or equivalent relevant qualification in related field. | X |  |  |  |
| **Experience**  |
| 6 | Experience of providing HR advice and support to managers and employees on a range of HR issues e.g. casework, TUPE, terms and conditions. | X | X | X |  |
| 7 | Experience of using HR systems /databases and ability to support managers and staff to integrate use of system.  | X | X |  |  |
| **Skills and abilities**  |
| 8 | Ability to ensure HR systems and practices effectively support business objectives. | X | X |  |  |
| 9 | Ability to prioritise and manage complex workload and work to conflicting deadlines. | X | X | X |  |
| 10 | Methodical approach and attention to detail. | X | X | X  |  |
| 11 | Effective communication skills, both written and verbal. | X | X | X |  |
| 12 | Ability to analyse and interpret HR data and propose relevant HR interventions. | X | X | X |  |
| 13 | Computer literate and be able to use Microsoft Office products proficiently. | X |  | X |  |
| 14 | Able to form and maintain effective working relationships with colleagues, employees and managers. | X | X |  |  |
| **Other** |
| 15 | Enhanced DBS Clearance is required  |  |  |  |  |