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| Job DescriptionHuman Resources Development Officer  |
| Post Title | HR Development Officer It is an occupational requirement that applications are open to women only, as permitted and defined under Schedule 9 Part 1 of the Equality Act 2010 and appropriate guidance. |
| Responsible to | Head of Quality and Compliance  |
| Location | Nottingham Women’s Centre30 Chaucer Street, Nottingham, NG1 5LP |
| Hours | Monday to Friday, 30 hours per week |
| Salary | £28,954 (pro rata) |
| Contract | Fixed term. Initially for 12 months with the scope to extend to 18 months dependent upon need |
| Closing date | 9am, Monday 20th January 2025 |
| Interview date | Tuesday 28th January 2025 |
| General Description |
| This a fixed term contract to support the organisation, streamline and upgrade its HR processes and support the ongoing HR needs of the organisation. You will provide comprehensive day-to-day HR support in alignment with NWC’s policies and procedures and manage current processes as required. With a dotted line into the CEO, you will review current processes and then identify and implement upgraded effective HR processes, systems and reporting that meet the evolving needs of the organisation. This will include ensuring that any technology and cultural or procedural changes are implemented smoothly, enabling staff to adapt and engage throughout the transition and embed those new approaches. This job description may evolve to reflect changing role requirements. |
| Key Tasks and Responsibilities |
| 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. **HR processes and systems development (working closely with CEO and Senior Leadership Team)*** To review the organisation’s HR systems and processes and make recommendations for changes where relevant
* Develop and implement upgraded HR support systems and processes to improve all aspects of NWC HR functions
* To provide a strong lead on the change and roll out of any new / updated HR systems including training and adoption of new systems becoming part of the day to day working

**General HR*** Maintain all current administrative systems within the HR Function
* Ensure employee documentation is accurately updated on our management information system, electronic staff files, and any other relevant databases, including but not limited to:
	1. Salary Changes
	2. Changes to contracts/terms and conditions
	3. Documents relating to formal meetings
	4. Absence recording including annual leave, sickness, emergency leave, phased return, parental leave, compassionate leave and carer’s leave
* Respond to external and internal enquiries from employees and management in a timely and professional manner
* Maintain the Organisational Chart
* Be the first point of contact for all HR queries, escalating to Senior Leadership Team, CEO or Legal Advisor where necessary
* Assist in the production of HR reports e.g. sickness absence, staff turnover, staff survey and workforce demographics
* Keep up to date with changes in HR laws and guidelines and alert the Senior Leadership Team to anything relevant to the organisation and its employees
* Support the Senior Leadership Team with HR related internal formal employee meetings i.e. taking independent minutes at disciplinary hearings

**Payroll*** Liaise closely with the Finance Officer and Head of Finance reporting accurately and efficiently any changes to employment contracts, including starters and leavers, terms and conditions etc. which affect monthly payroll
* Prepare monthly sickness absence reports and inform employee and Finance Officer of any changes to sick pay entitlement

**Recruitment and Selection*** Assist the recruiting line manager to ensure relevant documentation is fit for purpose

**General requirements*** Assist in any area of NWC administration in the absence of colleagues
* Attend and participate in all staff meetings, team meetings, supervisions and sub groups as required
* Comply with NWC Equality, Diversity and Inclusion Statement of Intent and practices at all times and to ensure effective implementation of anti-oppressive practice throughout the organisation
* Must have a good working knowledge of how to work in a way that is compliant with the Data Protection Act, GDPR and other legislation, ensuring a high level of confidentiality of information in respect of records maintained and tasks undertaken

**Values and Behaviours*** Committed to the purpose of NWC, ensuring that women are at the heart of everything we do
* Working days and working location 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
* Collaborative, building relationships with internal and external partners
* Proactive, positive and ‘can do’ attitude
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| Notes |
| * It is an occupational requirement that applications are open to women only, as permitted and defined under Schedule 9 Part 1 of the Equality Act 2010 and appropriate guidance
* This post is subject to completion of a three-month probationary period
* An enhanced DBS clearance is required for this role
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**Continue to scroll for the Person Specification**

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| Person SpecificationHuman Resources Development Officer |
|  | Essential | Desirable | Assessed by |
| Application form | Interview | Test |
| Qualifications | Ability to work to GCSE A-C level in English and Maths | GCSE pass at A-C or equivalent | 🗸 |  | 🗸 |
| CIPD or equivalent HR experience in a similar role with the ability to identify processes that can be improved and to work on own initiative | Formal HR qualification | 🗸 | 🗸 |  |
| Skills and Experience | Essential | Desirable | Assessed by |
| Application form | Interview | Test |
| HR Development  | Experience of reviewing HR systems and processes and making recommendations for changes | Experience of proactively leading change management particularly in the area of implementing HR/IT systems  | 🗸 | 🗸 | 🗸 |
| Experience of identifying needs and supporting the roll out of IT based HR support systems |  | 🗸 | 🗸 |  |
| General HR  | Experience of carrying out HR functions using HR systems including processing sickness and leave records and meeting internal analysis and reporting requirements |  | 🗸 | 🗸 |  |
| Effective organisational skills, thoroughness and attention to detail |  | 🗸 | 🗸 |  |
| Experience of training others on HR or other regulated processes |  | 🗸 | 🗸 |  |
| Ability to keep up to date with changes in HR laws and guidelines |  | 🗸 | 🗸 |  |

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| Payroll  | Accurately & efficiently report staff sickness, leave and any changes to employment contracts which might affect monthly payroll |  | 🗸 | 🗸 |  |
| Selection, Recruitment & Induction  |  | Ability to carry out recruitment and induction administration to ensure relevant documentation is fit for purpose and aimed to attract high calibre candidates | 🗸 | 🗸 |  |
| GDPR  | Experience of working with confidential information and adhering to data protection and GDPR guidelines |  | 🗸 | 🗸 |  |
| Personal | Strong time management skills including prioritising workload and meeting deadlines |  | 🗸 | 🗸 |  |
| Strong communications skills both verbal and written  |  | 🗸 | 🗸 |  |
| Pro-active approach to work, taking responsibility for ensuring tasks are anticipated and completed |  | 🗸 | 🗸 |  |
| Ability to work both independently and with an NWC team or partner organisation as needed |  | 🗸 |  |  |
| General  | Awareness of equality and diversity | Awareness of women’s issues and vulnerable adults | 🗸 |  |  |
| Willingness to learn about, and work to our values (listed below) |  | 🗸 |  |  |

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| Our Values |
| Led ‘by and for’ womenNWC is committed to being a women’s organisation providing support and activities in a safe space led by and for women which responds to their needs. We recognise women’s intersectional identities in a way that they want, in response to the systematic inequalities faced by them.Feminist, Anti- Racist, Intersectional and Transformational. We are feminist and anti-racist working intersectionally and understand that women experience discrimination and inequalities under patriarchal and racist structures and systems in different ways based on different elements of their identities. We work towards transformational and substantive political, class, economic and social equality for all women. We raise awareness of the different inequalities experienced by women in society and provide interventions to redress the balance.Person centred, Responsive and Strength based approachWe operate in a trauma informed, gender responsive way that is person centred and responsive – we listen without judgement, supporting women to openly express themselves to better understand their experiences and support them to make informed decisions so that they can lead the lives they choose, and we respect their choices. Inclusive, Accountable and Accessible. We take action to ensure we are inclusive, accountable and accessible, welcoming to all women by delivering high quality services through our expertise and a collaborative approach with partners which will enable better outcomes for women. We seek feedback and say sorry and put things right if something has gone wrong.Collaboration and partnerships NWC believes in partnership and collaborative working recognising that more is achieved through collaboration and co-operation than competition. We will work with other organisations which share our values to achieve more for women.  |