



SAUL Trustee Company: Job Description

Job title: **HR Officer (Maternity cover)**
Department: **HR**
Reports to: **HR Manager**
Supervises: **None**

This role is a fixed term of 12 months and provides day to day HR administrative support, ensuring the HR information system (CIPHR) and SharePoint system are updated and contributes to the development of the HR function. To provide guidance and advice to all staff on HR issues and ensure STC follows up to date employment legislation.

Main Responsibilities

Admin & Daily duties

- To be responsible for all aspects of permanent and temporary recruitment. Provide all recruitment administration support including contact with agencies, arranging interviews, contacting applicants, administering assessment tests, providing feedback and reports. Providing guidance to the interview panel in respect of selecting candidates.
- Assist the HR Manager with the new joiner process including preparing offer letters and employment agreements, taking up references and providing induction.
- Prepare monthly payroll report for external bureau provider and update CIPHR with joiner, leaver, overtime, salary changes and other changes as necessary. Interrogate reports returned from the bureau and finalise any changes. Complete payroll reports for HR Manager and other managers as required.
- Provide data for and prepare management information for the monthly HR and Goal dashboards.
- Ensure sickness absences are accurately recorded and that Return to Work interviews are held in accordance with the agreed policy and procedure. Attend Return to Work interviews as necessary as HR representative in order to provide advice and guidance to managers and staff.
- Ensure holiday and other absences are correctly recorded. Calculate holiday entitlements for starters and leavers and manage the annual process for carrying over and/or selling holiday.
- Administer the probationary review process ensuring reviews are conducted on time and that CIPHR is updated.
- Provide a monthly report of telephone numbers for the Business Continuity Procedures.



- Provide training administrative support including booking courses, arranging fees etc and ensuring accurate recording of training information on CIPHR. Provide reports as required.
- Provide references as required.
- Ensure leaver processes are carried out including completing the required leaver forms and hold exit interviews as appropriate.
- Provide support to the EA to the Chief Executive.
- Ensure that the required level of customer service and support is provided.
- Undertake continuing personal development so as to meet the requirements of the role.
- Undertake any ad hoc tasks as may be required from time to time.

Technical

- Assist the HR Manager with the development and maintenance of HR policies and procedures and contribute to HR projects as required.
- Enter data into the HR system (CIPHR), SharePoint and z drive file and ensure accurate records are held at all times and updated in a timely manner.
- Provide advice to managers and staff in respect of the application of HR policies (e.g. maternity, paternity, grievance, capability, disciplinary) and draft appropriate correspondence for checking by the HR Manager.

Customer service

- Act as first point of contact for HR queries and escalate to HR Manager as required.
- Provide appropriate support to managers and staff to understand, interpret and enforce policies as required.

It is the company's intention that this job description is seen as a guide to the major areas and duties for which the job holder is accountable. However, the business will change, and the job holder's obligations are bound to vary and develop, so that the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

September 2024

Signed:	
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Name:	
Date:	



Person Specification

Job title: HR Officer

Requirement	Essential	Desirable	Method of Assessment
Education and Experience			
CIPD Qualified or equivalent qualification or equivalent experience	Y		CV
Current knowledge of employment legislation and best practice		Y	CV/I
Knowledge and experience of current recruitment practice	Y		CV
Computer literate (including experience of SharePoint and databases)	Y		CV/I
CIPHR experience		Y	CV/I
At least 2 years relevant HR experience	Y		CV/I
Experience of assessing and responding to non-routine work situations	Y		I
Working knowledge of relevant systems, equipment, processes and procedures		Y	I
Skills			
Ability to work reliably to tight deadlines	Y		I
Ability to analyse data	Y		I
Positive attitude to change	Y		I
Self motivated	Y		I
Written and oral communication skills	Y		I
Attention to detail	Y		I