

|  |
| --- |
| **ROLE PROFILE** |
| Role  | HR Officer |
| Grade | AS 2C   |
| Division/service | HR |
| Directly responsible to | Head of HR |
| Directly responsible for | N/A |
| Hours  | 36 |

|  |
| --- |
| **Main duties and responsibilities/accountabilities** |
| **Recruitment** |
| 1 | Recruitment support including promoting adult social care as a rewarding career and more specifically including shortlisting of CV’s/pre-interview checks including phone screening and right to work checks. |
| 2 | Co-ordinate interviews with hiring managers. |
| 3 | Process all new starter paperwork as well as carrying out DBS, health assessment, references etc. Liaise with payroll to setup up new starters. |
| 4 | Develop and promote referral incentives for employee family/friends. |
| 5 | Develop partnerships, managing relationships and contributing to external meetings and initiatives. |
| **Training and Support** |
| 1 | Assist managers to develop good practice including effective interview techniques  |
| 2 | Support Casual Manager in increasing the casual pool to decrease the usage of agency staff |
| 3 | Support managers with annual leave calculations as and when required |
| **Performance & quality** |
| 1 | Monitor, review the recruitment process to ensure efficiency and effectiveness, streamlining where possible |
| 2 | Ensure all HR paperwork, including recruitment, change forms, etc are current |
| 3 | Ensure HR files are Audit compliant  |
| 4 | Maintain the Organisation Structure  |
| 5 | Monitor DBS and E-visas documentation held to ensure compliance |
| **Digital** |
| 1 | Become a superuser on Youmanage, our HR system, and support with the development ofthe system |
| 2 | Support the Data Officer to improve real time reporting |
| 3 | Run regular and ad hoc digital/data analytics for reporting purposes  |
| **General HR** |
| 1 | Support managers with probation/welfare/absence management meetings |
| 2 | To provide HR admin cover in the absence of the HR admin assistant. |
| 3 | Update and maintain HR letters and forms as and when required |
| 4 | Carry out HR checks and process as directed by Head of HR |

|  |
| --- |
| **Experience, skills and qualities**  |
| Essential |
| 1 | You are able to demonstrate professionally that you align to our 4 values:Personal – We see the value in everyone and support people to reach their full potential. Progressive – We are driven by improvement and always look to find better solutions.Consistent – We are strong and dependable and can be relied upon to deliver quality services.Accountable – We all take personal responsibility and contribute towards successful outcomes. |
| 2 | CIPD Level 3 qualified or working towards |
| 3 | Previous experience working in a HR/recruitment role for a minimum of 12 months |
| 4 | Confident working with Microsoft software including word, excel and PowerPoint |
| 5 | Ability to use digital HR systems and a commitment to undertake relevant digital training  |
| Desirable |
| 6 | Experience in the Social/Health care sector would be advantageous |

|  |
| --- |
| **Review arrangements:** |
| The details contained in this role profile reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time. |

|  |  |  |  |
| --- | --- | --- | --- |
| Version Control | Name | Date reviewed | Signed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |