



THE COLLEGE OF OPTOMETRISTS

Job description

Job title:	HR Officer
Department:	Chief Executive's Department
Reports to:	Director of People
Key Internal Relationships:	Chief Executive Directors, Managers and staff Other employees
Key External Relationships:	Employment agencies Training providers General public College payroll provider College pension, healthcare and insurance organisations, benefits advisor

Main Purpose

To work with and support the Director of People, in the delivery of people management activities. To be responsible for providing and delivering high quality support to the Director of People as well as College staff and managers. Ensuring timely and accurate completion of specific tasks across the employee life cycle and management of updating the organisation's HR policies and processes.

Main Duties

1. Manage the recruitment process, coordinating the end to end process: meeting with the line manager to discuss requirements, coordinating the development of the job description/person specifications and adverts, helping managers design interview questions and selection tests, agreeing the process to be followed including relevant timeframes, sourcing advertisements via national media/employment agencies, negotiating advertising and temp rates, receiving and sifting applications, arranging and conducting interviews, feeding back to candidates and obtaining references.
2. Coordinate and manage the induction process to ensure successful onboarding of new employees. This will include liaison with colleagues to ensure all elements of the induction programme are covered, initial work to adjust our Induction to reflect hybrid working and ongoing delivery of HR aspects.
3. Carry out checks to ensure the College meets its obligations with respect to visas and a person's right to work in the UK as per the current Home Office guidelines and advise the Director of People of any issues.

4. Coordinating the process and paperwork for the College's performance management process, appraisal ratings and moderations, staff awards schemes, pulse survey.
5. Assisting Head of Finance and Director of People in producing budget forecasts and actuals for annual pay review.
6. Managing the monthly pensions upload process on pensions system and ensuring copies held for audit purposes.
7. Process and manage all aspects of the payroll including liaising with the College payroll provider and the Finance Department with changes to employee payroll and benefits.
8. Launch, collect and summarise bi annual staff pulse surveys and production of KPIs pay review statistics for the Director of People.
9. Management and processing of employment and service provider paperwork, to include production of contracts, issuing and filing all employment/service documents, including but not limited to, offer letters, contracts, probation periods, contract variations, job descriptions and guiding managers through IR35 checks.
10. Management of employee's personal and HR data, including updating the IRIS HR system, monitoring and recording staff movements relating to absences and annual leave and maintaining the staff personnel physical and electronic filing systems. Keeping a watching brief over and applying legislative changes relating to staff data and ensuring compliance with data protection.
11. Coordinating arrangements for employee entitlement to relevant benefits e.g. pension, private medical health insurance, annual leave etc. and renewals of these policies.
12. Managing and updating all HR policies and procedures in conjunction with the Director of People.
13. Liaising with recruitment agencies with the booking of temporary staff and the administration of applications for temporary or permanent roles.
14. To be the main point of contact for employees relating to the toil, leave, maternity, paternity, medical adjustment and shared parental leave policies and probationary period, first level probationary period queries. This will include coordinating NEMRA risk assessments with the Office Service Manager, meeting with staff to advise them on their options and related paperwork.
15. Research and identify appropriate training providers, solutions to meet staff training needs and organise.
16. Coordinate the arranging, preparing the agenda and managing the circulation of the Zoom recording for the staff meeting.

17. Assisting with disciplinary, capability and grievance procedures; note taking for formal meetings, hearings and creating all other HR related documentation.
18. Managing reference requests for leavers and taking up references for new starters.
19. Ensuring that at all times the post holder takes care of his/her health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards and adheres to our company values.
20. Carrying out from time to time and as directed, any other duties as required by the Chief Executive, Directors or Director of in addition to the above that will be both reasonable and within your capabilities.

Person Specification

Experience

Essential:

- Previous experience gained within a similar HR role.
- Experience of payroll and pensions processing.
- Experience of onboarding and end to end effective recruiting, including short listing, agency fee negotiation, competency based interviewing, developing questions and selection tests, making selection decisions in line with employment legislation and ACAS code of practice.
- Experience of providing advice and guidance on maternity related benefits, early probationary period issues and safety related practices.
- Experience of providing advice and guidance on first level ER issues such as probationary problems, adjustments for medical conditions

Desirable:

- Working within a membership organisation and/or the charity and not-for-profit sector.
- Experience of developing and improving HR related processes and migration to new HR system
- Experience of policy updates and development in line with legal changes.

Education / Qualifications

Essential:

- Evidence of continuing professional development
- Relevant professional qualification (i.e. CIPD) or experience

Skills and Knowledge

Essential:

- Organised with a meticulous eye for detail
- Ability to work on own initiative
- Ability to prioritise, work to deadlines and at pace.

- Evidence of applying knowledge of relevant legislation related to documentation production and retention, recruitment and maternity benefits.
- Evidence of applying knowledge of Appropriate ACAS codes of practice in respect of recruitment, ER advice
- A high level of confidentiality and integrity
- Working knowledge and application of legal requirements related to rights to work.
- Good oral and written communications
- Use of HR systems to generate reports
- Strong Excel skills including development and use of formulas.

Additional Information

- Working hours including any flexible hours and hybrid working available.

Equal Opportunities and Inclusion

- The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our values

