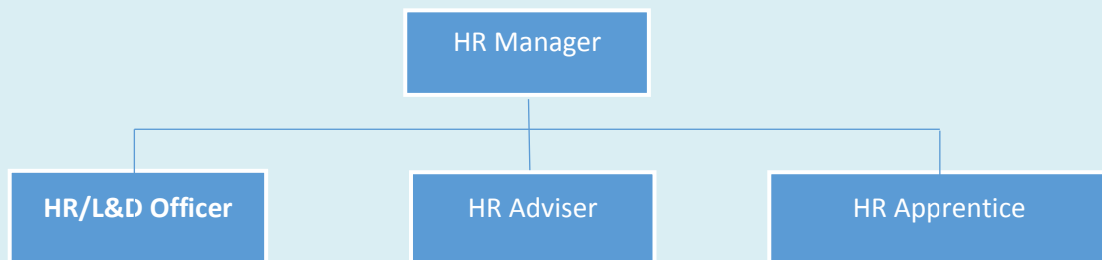


## SHEFFIELD FUTURES JOB DESCRIPTION

Job Title:	HR/L&D Officer
Grade:	Scale 6
Department/Site Location:	HR, Star House
Report To:	HR Manager
Responsible For	No direct reports
Version Date:	August 2019

### Job summary:

To provide a comprehensive administrative support service in line with professional best practice, human resources policies, procedures and ethics. This is a key role within the HR team and is responsible for ensuring the accurate completion of all HR related paperwork, the maintenance of accurate and confidentially stored employee records and coordination of all recruitment processes. The post holder is required to operate within existing practices and procedures, whilst continually looking to identify improved ways of working.



### Key Responsibilities:

#### Operational

- Be the first point of contact for all internal and external enquiries on HR issues, forwarding these where appropriate
- Manage the HR and Jobs email inboxes
- Ensure the relevant paperwork is completed to ensure the accurate processing of all contractual changes, starter and leaver processes
- Prepare standard employee letters and communications as required
- Support the accurate recording of absences across the organisation, monitoring and following up and outstanding Return to Work or self-certification documents
- Support the Quality and Impact Coordinator with employee engagement plans and activities, internal audit processes and staff surveys
- Monitor the Feedback email inbox and maintain Comments, Compliments and Complaints records

#### Learning and Development

Work with the L&D Officer to:

- review and develop the organisation's Learning Plan, arranging courses and other learning opportunities as identified through individual PDRs/supervisions
- Maintain the e-learning system, creating and deleting accounts and adding training plans
- Monitor the training inbox and schedule induction sessions, maintaining the training calendar and booking new employees onto sessions as required
- Ensure all staff training is logged and appropriate evaluation forms are completed and recorded for analysis

### **Recruitment and Selection**

- Organise and support recruitment and selection activities, meeting with managers to plan each recruitment process and participating in such activities as required
- Prepare advertisements, job descriptions and recruitment packs, and liaise with recruiting managers to ensure smooth running of the recruitment process.
- Prepare all recruitment related documentation including offer letters, contracts of employment, etc and ensure that all pre-employment checks are carried out with the appropriate records maintained.
- Contribute to the organisation of induction schedules for new employees.

### **Health and Wellbeing**

- Actively promote the Employee Assistance Programme to all employees, and support all health and wellbeing initiatives.
- Coordinate the new starter pre-employment questionnaire process, raising any issues arising to the HR Adviser/HR Manager.

### **Policies, Systems and Processes**

- Contribute to the HR service planning process and delivery of team objectives
- Carry out project work and conduct relevant research as required
- Provide accurate HR information, reports and statistical analysis as required to agreed timescales and as requested by the HR Manager, to include the collation of data for Equal Opportunities and Diversity monitoring, exit interview analysis, and to support any contract monitoring requirements.
- Contribute to the development and maintenance of HR systems (including the HR database) in order to ensure that accurate and up-to-date employee data is retained within the requirements of GDPR and other legislation.
- Liaise with employment agencies, DBS, HR service suppliers, government, professional, legal and other external contacts as necessary.
- Actively contribute to the process of attaining the organisation's chosen quality marks, and to the maintenance of these once achieved.

General
<ul style="list-style-type: none"> <li>• In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.</li> <li>• The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues or visitors who might be affected by any act or failure to act by the post holder in accordance with Health and Safety at Work.</li> <li>• The post holder is required to carry out their duties and responsibilities at all times with adherence to Sheffield Futures policies and procedures, in particular those relating to equality and diversity, dignity and respect, Safeguarding and Health and Safety.</li> <li>• Ensure confidentiality around service users and staff members is maintained at all times.</li> <li>• Whilst this post is based at Star House there will be a requirement on occasion to work at other locations as determined by the duties of the post.</li> <li>• This job description is not inflexible. It is an outline and account of the main duties of the post at the time of writing and does not form part of the contract of employment.</li> </ul>

Person Specification – HR/L&D OFFICER		
	Essential	Desirable
<b>Qualifications/Training</b>	Certificate in Personnel Practice or equivalent experience	
<b>Experience/skills/ specialist knowledge</b>	<p>Knowledge of HR administrative procedures and systems/HR databases and general policies and procedures</p> <p>Understanding of the role of the HR function and experience of a HR office environment</p> <p>Numerate and Literate</p> <p>Strong organisation and time management skills</p> <p>Excellent IT skills – ability to use computerised systems including Microsoft applications and in-house systems/databases</p>	

**Person Specification – HR/L&D OFFICER**

	Essential	Desirable
	Awareness of the impact of Equal Opportunities on working practices	
<b>Special Aptitudes/Ability</b>	Ability to work in a team  Flexible approach  Ability to build relationships with staff and managers at all levels  Ability to work accurately with good attention to detail  Proactive and self-motivated with the ability to work on own initiative  Ability to prioritise own workload and meet deadlines  Ability to cope with pressure Customer focused  Excellent interpersonal, written and verbal communication skills	

**Jobholder Signature:** \_\_\_\_\_

**Immediate Supervisor/Manager Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Review date:** \_\_\_\_\_