



Sheffield
Futures

Applicant pack: HR Officer



Let's do better
for Sheffield's
young people

About us

Sheffield Futures exists to support young people to feel well, have a voice and get into the training, education or work that's right for them.

As you would expect, young people are central to all we do. Whether we are working with other organisations like schools or GP surgeries, planning events at our premises in Star House, seeking funding and even recruiting staff we aim to have a positive impact for young people. That means involving young people wherever possible and ensuring that we listen and give a voice to young people in Sheffield.

All of our services and projects seek to work with young people and adults to have a demonstrable impact against one or more of our goals:

- What we do is clear to those who work for us, with us, use us and fund us
- Our support is developed to include more people who need our help
- We use what we have – our influence, our buildings and our money - responsibly and well
- We are the kind of employer people want to work for

Guiding us are four main values that drive our planning, our work and our growth:



Empowering – We deliver services to bring about measurable impact on the lives of those who need us, advocating for those that have no voice of their own and building their confidence to make positive life choices



Inclusive – We respect the rights, differences and dignity of others, offering a safe, responsive environment for those who work with us and for us



Collaborative – We work in partnership with organisations and individuals to influence local policies; campaign for those we work with; and make sure that the voice of the people that use our service is at the heart of everything we do.



Expert – Using local data and evidence, we understand what we need to do, how to do it and when to improve. We have high standards and expectations of ourselves to do a great job.

You can find out more about our work and the impact we have already had on our website [Homepage - Sheffield Futures](#)

About the role

Sitting within the Operations Department, the HR team provides support and administration across the Charity.

We are a small team delivering a full suite of HR services, to ultimately ensure our staff are in the best position to make Sheffield better for young people, with young people. As you'd expect this includes managing and maintaining an HR System (Citrus/ Safe HR), responding to employment changes and queries, supporting payroll and ensuring staff are supported and developed. Staff wellbeing and diversity & inclusion are key areas for us and underpin the activities we carry out.

As HR Officer you will work closely with the HR Coordinator and job share partner and contribute to reviewing and developing processes and initiatives to support staff and managers.

Working for Sheffield Futures

The Sheffield Futures team is united by a commitment to young people. From Counsellors to Reception, from Youth Workers to Accounts each of us work to support young people.

Our culture balances professionalism with friendliness – and making sure that we also have time for fun! In line with our organisational values we look to work closely together, sharing expertise and working hard to achieve our goals.

The diversity of our team is hugely important to us, bringing different ideas and perspectives that better help us to support young people.

We're also a learning organisation. Continuous professional & personal development is supported & encouraged. We seek to identify ways to improve and keep moving forward.

Our employee benefits include:

✓ 25 days holiday plus bank holidays (pro rata if part time), rising to 30 days plus Bank Holidays after five years' service

Life Assurance associated with your pension

✓ Employee Assistance Programme

Flexible working: many roles are eligible for flexible working, so staff can adjust the time they start

✓ and finish work to manage work and personal commitments.

Hybrid working: many roles are suitable for hybrid working, meaning staff can work from Star House

✓ and from home. Client-facing staff work in various locations across the city (such as schools and GP surgeries).

Local Sheffield discounts.

✓ Wellbeing benefits: access to Westfield Health; Cycle to Work Scheme; Gym Membership Discount Scheme; free eye test and flu vaccination vouchers

We are proud to be a Disability Confident employer, a Living Wage employer and Mindful Employer.



Job Description

Job Title:	HR Officer
Band and salary:	Starting salary £26,620 pa pro rata (actual salary £15,972)
Department/Site Location:	Star House with the opportunity for Hybrid working.
Hours and term:	Permanent, working 22.2 hours per week
Report To:	HR Coordinator
Responsible for:	No direct reports
Version Date:	April 2024

Job summary:

To provide a comprehensive 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, supporting preparation of payroll, the maintenance of accurate and confidentially stored employee records. The HR Officer, with their job share partner, will take a lead role in the coordination of all recruitment, onboarding, learning & development and DBS processes.

Key Responsibilities:

Operational

- Be the first point of contact for internal and external enquiries relating to HR issues
- Manage the HR and Jobs email inboxes
- Provide first line advice and guidance to coordinators and employees in relation to policy information
- Lead on the completion of all relevant paperwork to ensure the accurate processing of all contractual changes, starter and leaver processes
- Prepare employee letters and communications as required
- Lead on the pre-employment vetting process including DBS applications, pre employment health questionnaires, references, and right to work documentation
- Coordinate the completion of induction activities for new starters and manage the administration of the probationary period process
- Lead on the exit interview process
- Assist in the provision of references from Sheffield Futures
- Research and arrange courses and other learning opportunities as identified through individual PDRs/supervisions or directed by the HR Coordinator

- Maintain the e-learning system, creating and deleting accounts and adding training plans
- Maintain and update records of training attendance and certification and manage the administration of the e-learning system.
- Support the development and delivery of HR-related training and workshops to managers and employees to meet organisational and individual needs.
- Demonstrate a commitment to continuous professional development and keep up-to-date with changes within employment law and the profession.

Recruitment

- Lead on recruitment and selection activities across the organisation, liaising with managers to plan each recruitment process
- Prepare advertisements, job descriptions and recruitment packs, working with recruiting managers to ensure smooth running of the recruitment process.
- Participation in recruitment, selection and onboarding activities as required
- Analyse recruitment campaigns and develop practice accordingly

Health & Wellbeing

- Actively promote the Employee Assistance Programme and workplace health & wellbeing benefits to all employees, support health and wellbeing initiatives.
- Developing and supporting in house health and wellbeing initiatives.

Policies, Systems and Processes

- Enter personnel information accurately to the Charity's HRIS.
- Working closely with the HR Coordinator and Finance Team contribute to the monthly payroll process. This will include ensuring staff contract information is up-to-date, sickness records are up-to-date and processing family leave, attachment of earnings and other changes to pay.
- As part of the HR and wider team seek ways to continuously improve systems and processes.
- Be involved in specific HR projects as requested by the HR Coordinator to ensure the HR service is both responsive and proactive in line with the organisation's strategic plan and HR service plan.
- Act as HR representative on committees and working groups where required e.g. Health and Safety, safeguarding.
- Contribute to the development and maintenance of HR systems in order to ensure that accurate and up-to-date employee data is retained within the requirements of the Data Protection Act and other legislation.
- Actively contribute to the process of attaining the organisation's chosen quality marks, and to the maintenance of these once achieved, supporting employee engagement activities as required
- Collate and prepare accurate data for HR Management reporting and contribute to the analysis of data, using both the Charity's HRIS and spreadsheets.

- 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.

Volunteer programme:

- Promote volunteering internally and externally
- Work with the HR Coordinator to develop and deliver an effective volunteer management system in place, which provides appropriate supervision and support to volunteers and enables any issues to be effectively identified and addressed
- Coordinate volunteer recruitment, induction and training in line with policies and procedures, legislative and safeguarding requirements working with recruiting managers and under the guidance of the HR Coordinator

All staff are expected:

- Promote equality of opportunity and take every opportunity to eliminate discrimination in their work.
- Take reasonable care with regard to him/her/them 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.
- Ensure that confidentiality around service users and staff members is maintained at all times.
- To attend from time to time, training courses, conferences, and other meetings.

Please note:

- This post is suitable for Hybrid working which means an element of home working can be included within the working week.
- 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. It will be reviewed periodically and amended following consultation between the employee and immediate manager.

Person Specification – HR Officer

The person specification sets out experience and skills that are needed for the post.

Assessment stages for each of the criteria is indicated below.

A = application stage, T = task, I = interview stage.

	Essential	Desirable
Qualifications/Training		<ul style="list-style-type: none"> Foundation Certificate in People Practice - Level 3 or Certificate in Personnel Practice equivalent (A)
Experience/skills/ specialist knowledge	<ul style="list-style-type: none"> Experience of providing HR administration (A, I) Experience of using HR systems/databases (A, I) Knowledge and understanding of supporting staff and managers to follow HR policies and procedures (A, I) Strong organisation and time management skills (A, I) Good practical experience of using IT including Microsoft Word and Excel to write letters, create guidance for staff, draft pay calculations and produce HR metrics (I, T) Awareness of the impact of Equal Opportunities on working practices, and a commitment to improving diversity & inclusion. (I) Practical knowledge of ways to ensure confidentiality (I) 	<ul style="list-style-type: none"> Experience of supporting the payroll function. (I) Experience of using a HR database Citrus HR (rebranded as Safe HR) (A)

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	Essential	Desirable
Special Aptitudes/Ability	<ul style="list-style-type: none">• Ability to build relationships with staff and managers at all levels (I)• Excellent interpersonal, written and verbal communication skills, with the ability to convey sometimes complex information in an accessible way (T,I)• Ability to work in a team (I)• Flexible approach (I)• Ability to work accurately with good attention to detail (I)• Proactive with the ability to work on own initiative (I)• Ability to prioritise own workload and meet deadlines (I)• Customer focused. (I)	