



JOB DESCRIPTION

Job Title	HR Officer
Responsible to	HR Manager

Job Purpose:

Support the HR Strategy and systems to ensure the efficient use of Human Resources, and effective implementation of the duty of care to all employees across the Trust. Working in a generalist role, providing end to end support across the employee life-cycle.

Key Accountabilities:

- Coordinate and manage, as necessary, all recruitment processes and practices including; advertising, preparation of recruitment materials, interview process, clearances for new staff, qualifications and DBS checks, ensuring all functions comply with the latest requirements and advice regarding safeguarding of children and young people.
- Ensure accurate information is provided to the HR and Payroll provider in a timely manner to ensure staff receive correct salary payments each month.
- Advise on the assessment of salaries and other payments to staff, ensuring documentation is produced as required.
- Ensure that staff records are kept up to date, confidential and accessed by authorised staff only.
- Ensure that the Single Central Record is kept up to date, is accurate and complete.
- Advise on, and lead the development and implementation of employment related policies needed to comply with employment legislation.
- To provide support to managers on HR related issues and attend meetings, as necessary, in relation to the provision of advice and execution of HR issues.
- Provide advice and support in the interpretation, application and administration of policies, standards and procedures.
- Advise on, and support employee relations matters including the preparation and presentation of investigations, capability, disciplinary, grievance, redundancy and harassment and bullying matters, up to and including the dismissal of staff and subsequent appeal processes.
- Promote the active and consistent application of the Sickness Management Policy across the Trust to optimise the health of the workforce and minimise absence from work.
- Provide regular statistical reports as appropriate, assisting in the identification of patterns of staff absence or underlying causes for concern where possible.
- Actively promote wellbeing and healthy lifestyles for all staff.
- Support the Performance Management process.
- Provide training and support for line managers as required.

- Work closely with the HR Manager on various projects around improvement of HR service
- Promote equality and diversity as part of the culture of the organisation

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: HR Officer

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
CIPD qualified or able to demonstrate equivalent knowledge and experience	✓		✓		
Evidence of continuous personal and professional development	✓		✓		
Knowledge & Understanding					
Extensive HR Generalist experience, some of which should be at a senior level	✓		✓	✓	✓
Proven current knowledge of employment law and practice	✓		✓	✓	
Experience of developing and implementing HR policies, procedures & and achievement of improved organisation outcomes	✓		✓	✓	
Experience of working in an educational setting		✓	✓		
Experience of working within the Public Sector		✓	✓		
Knowledge of safeguarding and child protection issues.	✓		✓	✓	
Skills & Abilities					
Excellent interpersonal, verbal and written communication skills	✓		✓	✓	✓
Strong partnership skills including the ability to champion new approaches and influence others	✓			✓	
Ability to work flexibly and under own initiative to achieve objectives	✓			✓	
Able to organise and prioritise own workload under pressure, and take responsibility for meeting deadlines	✓			✓	
Conscientious and personal drive to achieve results and deliver continuous improvement	✓			✓	
Excellent ICT skills with the ability to use Microsoft Word, Outlook and Excel and Management Information systems	✓		✓	✓	✓
Ability to use SIMs		✓		✓	
Personal Skills and Attributes					
Ability to maintain high quality professional relationships with all stakeholders	✓			✓	
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓			✓	
Willingness to participate in further training and developmental opportunities to further knowledge	✓			✓	
Physical ability to perform the duties of the post with the support of aids or adaptations as required.	✓		✓		