

Job Description – HR Officer

Job Title: HR Officer

Reports to: HR Manager

Location: Shaw House, Oxford

Line Manager: HR Manager

Hours: 35 hours per week

Key Purpose of the role

The HR Officer will have a key role in supporting the HR Manager in delivering a HR and compliance service across the charity. The role will ensure that R.A.B.'s employees are fully supported during all stages of the employee lifecycle, and ensuring the policies and procedures in place are regularly updated and fit for purpose.

Key Responsibilities

Day to day practical HR support

- Full employee lifecycle services, including recruitment, managing absence, employee relations casework and learning and development
- Provide day to day advice to line managers on all human resource issues
- Provide an HR service to our two care homes, Manson House and Beaufort House, ensuring that management teams are equipped to deal with day to day situations

Administration and best practice

- Ensure all HR policies, procedures and the Staff Handbook are up to date
- Preparation of staff letters and employment contracts
- Maintain HR database records and sharing of information with Payroll
- Conduct an annual data audit to ensure that all records are updated and maintained in accordance with the Data Protection legislation
- Prepare and conduct all induction meetings with new employees
- Conduct investigation meetings as needed and ensure all relevant documentation is available
- Work with an external provider to manage all DBS checks, ensuring documentation is completed and provided in a timely manner
- Provide statistical analysis of relevant data to be shared when needed
- Maintain appropriate confidentiality of all information

Project work

- Manage the annual Employee Satisfaction Survey
- Manage the annual PDR process, ensuring all employees have PDRs completed in the relevant time frames.
- Deputise for the HR Manager when required

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at R.A.B.I.

Person Specification

Essential

- CIPD qualified Level 3 or above (or working towards qualification)
- Excellent interpersonal skill with effective communication and presentation skills
- Collaborative with a solution-orientated approach
- Excellent written skills with the ability to draft formal communications
- Excellent IT skills and competent use of MS Office programmes
- Organised and able to prioritise workload across multiple projects
- Knowledge of employment law issues
- Understanding of effective recruitment and selection
- Affinity with the goals and objectives of R.A.B.I
- A full UK driving licence

Desirable

- Experience of working in the not-for-profit sector
- Understanding of the role of trustees and volunteers
- Experience of developing and introducing HR Policies and procedures
- Experience of delivering training in HR related topics
- Experience of project management
- Farming background or knowledge of the farming community environment