



JOB DESCRIPTION

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| Job title: | HR Officer |
| Hours per week: | 35 |
| Location/department: | Human Resources |
| Reports to: | HR Manager |
| Direct reports: | None |
| Budgetary control: | None |
| DBS disclosure: | Basic |
| Date prepared: | October 2021 |

Job Summary/Purpose:

1. To provide a **proactive and responsive HR service** to all staff at Morden College.
2. To ensure **accurate records** are kept, in line with statutory requirements and College policies and procedures.
3. To be **empathetic** to staff, and have a high regard for **staff wellbeing**.

Values and Behaviours:

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**
Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.
- **Compassionate**
Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.

- **Accountable**
Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.
- **Progressive**
To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills and actions; be adaptable, positive and inspiring; embrace new ideas and technologies.

Key Duties and Responsibilities:

1. **Proactively support and advise managers** on all HR processes and procedures including sickness absence monitoring and documentation, flexible working, performance appraisals, recruitment and other HR processes in line with organisational policies and procedures and best practice. Produce management reports, liaising with the Finance Department (Payroll) as necessary.
2. **Support the HR team** with employee relations issues including supporting investigations, disciplinary, appeal and grievance hearings. Organising employee relations meetings including booking a suitable location, providing all required paperwork for the panel and taking minutes.
3. **Support recruitment campaigns and staff onboarding** including advertising vacancies, arranging interviews and selection events, liaising with recruitment agencies and/or head-hunters, conducting pre-employment checks, drafting and issuing contracts to successful candidates when required.
4. Making **occupational health referrals** and assist with the maintenance of case files that follow, assist the HR Manager with tracking longer term sickness and updating case files on the HR system.
5. Support the HR Manager and Head of HR with reviewing **Staff and Bank Worker Handbooks** as required including taking notes at HR policy review meetings.
6. Be the **first point of contact** for all administration or procedural queries relating to employment policy and procedures from the Staff Handbook and Bank Workers Handbook.
7. **Assist the HR Manager with devising the annual learning and development programme**, assisting with training request and provider bookings, and liaising with providers at the training venue where necessary
8. In partnership with other members of the HR Department, carry out **HR induction meetings and exit interviews**.
9. Logging of appraisal responses on the HR system, checking documentation is completed and signed by the manager and employee to ensure the paperwork is **audit compliant**.

10. Ensuring any actions (e.g. personal development requirements) on appraisal are recorded and the HR Manager is notified to ensure they are able to act on these requests.
11. Act as a **key contact** for information on maternity, adoption and other **family friendly policies and procedures**.
12. **Keeping in touch with** staff on maternity, adoption or other family friendly leave, updating them on information about changes at the organisation as required.
13. **Manage HR and recruitment correspondence** including the HR and recruitment inboxes and ensure correspondence is dealt with or cascaded accordingly to the relevant person or department.
14. **Maintain HR database and staff files** in line with company processes and statutory requirements.
15. Support on **ad hoc HR projects** as and when required.

General Duties and Responsibilities:

1. To maintain confidentiality at all times and to comply with the College policy thus ensuring security in the management and use of information.
2. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
3. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times, and referring any issues or incidents directly to management/nursing staff as appropriate.
4. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
5. To comply with the policies and procedures of Morden College at all times.
6. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations, understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
7. To undertake training as necessary in line with development of the post.

8. To participate fully in the performance management process and undertake Continuing Professional Development as required.
9. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
10. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.
11. This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.

This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.