JOB DESCRIPTION

Derventio
People Really Do Matter

JOB TITLE:	Human Resources Officer (Level 1 and 2)
LOCATION:	Across Derventio Housing Trust's offices and project locations
ACCOUNTABLE TO:	Human Resources and Administration Director

All contracts are based on a 40 hour week (pro rata + or -)

This role will require you to undertake an enhanced Disclosure and Barring Service (DBS) check and disclose information which would otherwise be considered "spent" under the provision of the Rehabilitations of Offenders Act 1974.

You must be prepared to wear an ID Badge and Security Tag.

JOB PURPOSE

To be part of the HR team in providing a range of human resource functions for the Company.
To assist with monitoring and reporting on all resource activities.
Due to the sensitive nature of the role, to ensure professionalism at all times and have the utmost discretion, tact and diplomacy when dealing with highly sensitive matters.

DUTIES AND RESPONSIBILITIES OF THE POST

1. To assist the Director in providing advice and support to the Board, Directors, Senior employees and all other employees for enquiries relating to personnel related matters.
2. To assist in co-ordinating the recruitment and selection of employees and volunteers across the Company, including advertising, interviews, personnel references, DBS requests, contracts of employment, induction processes, etc.
3. To assist with the processing of annual leave, sickness and other absences in accordance with the Company's policies and procedures.
4. To ensure employees' and volunteers' files (computer-based and paper-based) are kept in line with policies and procedures and comply with Data Protection laws.
5. Prepare and collate relevant monitoring and profiling reports, information and statistics as required, e.g. equal opportunities, absence levels, staff turnover, etc.
6. To assist in minuting meetings, ensuring full attention to detail and accurate records are kept.
7. Maintain high standards, with accuracy and attention to detail.
8. At all times act professionally and with discretion, tact and diplomacy, promoting effective/relevant communication across the Company.
9. To provide a professional, effective and efficient administration and support service to the Human Resource Department, volunteers projects and other employees within the Company.
10. To assist with the production and circulation of promotional and publicity materials for attracting employees/volunteers.
11. To arrange training sessions for employees and volunteers, internally and externally, including booking and preparing training rooms, equipment, producing training materials and paperwork as required, booking courses, booking travel, etc.
12. To assist in maintaining and updating training materials.
13. To liaise with employees and volunteers to confirm attendance at training sessions, and ensure relevant paperwork is completed (e.g. initial assessment, training needs form).
14. To prepare learner folders prior to the start of training courses.
15. Attend meetings and carry out duties outside of usual office hours (i.e., evening and weekends) when necessary for the delivery of the service.
16. Prepare and maintain course registration and associated paperwork for external organisations, for accreditation purposes.
17. To compile and maintain information on relevant external training courses and providers.

18. To produce reports for the Director.
19. To adhere to the company's financial regulations, standing orders, policies and procedures, in particular: Health & Safety, Confidentiality, Data Protection, Professional Boundaries and Customer Care.

Carry out any other reasonable duties within the overall function, commensurate with the level of responsibility of the post. For operational reasons, we also reserve the right to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested.

DEVELOPMENT AND TRAINING

To respond positively to new and alternative systems, and undertake training and development activities as identified.

HEALTH & SAFETY

To comply with relevant health and safety legislation, policies and procedures in the performance of the duties and responsibilities of the post.

EQUALITY & DIVERSITY

To support, promote & comply with the Company's Equality & Diversity policies in the performance of the duties and responsibilities of the post.

CONFIDENTIALITY, DATA PROTECTION & GDPR

The Company requires all employees to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence. All employees are subject to the Data Protection Act 2018/UK GDPR and subsequent updates.

PROFESSIONAL BOUNDARIES

To comply with the Company's Professional Boundaries policy and maintain professional boundaries at all times in relation to clients/residents, employees, other organisations and people that we work with, in the performance of the duties and responsibilities of the post.

SAFEGUARDING

As part of your wider duties and responsibilities you are required to promote and actively support the Company's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone, and anyone who may be vulnerable.

AGREEMENT OF JOB DESCRIPTION

I understand and accept the job duties and responsibilities as contained in the Job Description.

Sign: _____ Date: