

---

**Policy Document No: Per 1.1.1****Human Resources Officer Job Description**

**Job Title:** HUMAN RESOURCES OFFICER

**Establishment:**

**Responsible to:** a) HR Manager for professional supervision  
b) Head / Principal re day to day functioning

**Brief description of job:**

This is a senior management team position primarily concerned with ensuring that the company's HR procedures are implemented consistently by the relevant managers within a particular establishment. Successful execution of the job relies upon a good knowledge of current employment legislation and thorough familiarity with company's HR policies. It includes responsibility for continuous audit of all HR procedures and the development of line manager's practice by providing guidance, coaching and support.

**Key Result areas:**

- 1 To maintain a thorough knowledge of all current HR policies and procedures and liaise closely with the Head/Principal and Group HR Manager on 'policy to practice' matters.
- 2 To ensure that HR policies and procedures are fully and consistently implemented. This should be achieved by raising practice issues directly with managers, by developing manager's knowledge and skills in this area and, by resolving tenacious non-conformities through appropriate management channels.
- 3 To ensure that all employees, and managers in particular, are aware of HR policies and procedures and any periodic changes to them. This also involves seeking and providing feedback to the HR Manager in preparation for regular policy reviews.
- 4 To maintain a constant awareness of the actual or potential impact of operational matters on staffing, working with managers at all levels to create as effective, committed and stable a workforce as possible. This will involve meeting with senior establishment and Group managers, as appropriate, to discuss matters of concern, strategic developments and opportunities for improvement.
- 5 To ensure that all required information and records relating to employees are promptly entered on Hesley PeopleNet and to monitor this information to ensure policy requirements are met, working with senior managers to address non-conformities.
- 6 To ensure that, in addition to keeping Hesley PeopleNet continuously up to date, HR data for the establishment is monitored, analysing trends and discussing issues and opportunities with the Head/Principal and HR Manager.
- 7 To ensure that managers receive accurate and timely guidance in response to specific queries about HR policy or aspects of employment law.
- 8 To work closely with the Recruitment Officer and ensure that all establishment-based aspects of the recruitment and selection process function effectively. This is likely to include actively participating in interviewing, co-ordinating interview schedules, working with managers to ensure that references and CRB/background checks are completed prior to appointment and the collation of monitoring information following each campaign.
- 9 To provide employees with guidance and support on employment and HR policy matters. This includes ensuring that all employees are informed of and have access to HR information and procedures affecting them and dealing with a range of queries relating to HR (as opposed to line management) matters.

## Policy Document No: Per 1.1.1

- 10 To provide a coherent link between, capability/absence/performance, medical advice and management action. This will be achieved by ensuring that all occupational health requirements are carried out reliably. This involves being the point of contact with the Occupational Health Department in respect of routine pre-employment, night worker, driver and VDU screen user assessments, management referrals and medical reports.
- 11 To ensure that the staff absence management procedures are implemented effectively. This includes monitoring absence data and triggers, ensuring that managers actively manage the process and relevant meetings and procedural stages are carried out at the appropriate time. This will include participating with managers in Attendance Review and Interim meetings.
- 12 To co-ordinate, and/or deal with, the administration required by HR policies relating to the appointment of new employees, maternity, paternity and adoption, work and family responsibilities, leave of absence and time off.
- 13 To ensure procedural compliance by assisting managers with issues that arise such as disciplinary matters, capability, grievances, harassment, care staff promotions and concerns arising during probationary periods, attending and chairing related meetings as and when appropriate.
- 14 To ensure that all employees leaving the establishment attend a leaver's feedback meeting.

### General Expectations

- 15 To attend for work reliably and punctually.
- 16 To organise your work so that tasks for which you are responsible are completed well and in good time.
- 17 To remain vigilant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful or financial nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.
- 18 To contribute to making sure that all employees have equal opportunities in relation to employment matters, to acknowledge their individual differences and uphold their rights and responsibilities as set out in law and by Hesley Group policies.
- 19 To participate in the supervision process, which involves constructive feedback aimed at developing your own performance and the quality of relationships, suggesting any training that you feel will help you to develop your performance. This will involve regular meetings (either separate or jointly) with your line manager and the Group HR Manager.
- 20 To ensure that information held on employees is kept up to date, is only used for the intended purpose and access is restricted to those who need to know.
- 21 To undertake, as and when required, any additional tasks and responsibilities that are reasonably compatible with this job description and its objectives.

### Health & Safety

- 22 In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes managing a safe and secure environment for staff and students.

This duty includes checking that any person entering Hesley Group property has a right to do so and their visit is recorded in accordance with Hesley Group procedures.

---

**Policy Document No: Per 1.1.1****The contribution of this role:**

The way in which this role is carried out will have a direct effect on the quality of HR processes and the effectiveness of translating policy into practice. It will constructively affect the way managers can operate and should therefore have a positive wider effect. You will therefore be making a very important contribution to other employees, to matters affecting individual residents and to the achievements of the Group as a whole. This will develop our position with local authorities who are our customers, as will the positive relationships you make every time you deal with employees and people external to the Group.

Prepared by Human Resources Dept

Date: 04/09/06

Jobholder .....Signed .....

Date: .....

Manager .....Signed .....

Date: .....