

# JOB DESCRIPTION



<b>Job title</b>	HR Officer
<b>Reports to</b>	Head of HR
<b>Location</b>	Bristol
<b>Department</b>	Group Services
<b>Purpose of the role</b>	<p>Coordinate and support all aspects of the recruitment, selection and onboarding processes, ensuring a high-quality service is delivered for both candidates and line managers</p> <p>Lead on the administration of all aspects of the HR employment cycle ensuring work is completed accurately, efficiently, and compliantly.</p> <p>Ensure adherence to relevant employment, statutory and data protection legislation and Soil Association policies and procedures in all aspects of work.</p>
<b>Key responsibilities</b>	<p><b>Recruitment and Selection</b></p> <ul style="list-style-type: none"> <li>• Coordinate all aspects of the organisation's recruitment and selection processes, providing advice and support to candidates, the HR team and recruiting managers.</li> <li>• Ensure cost effective solutions are used to attract talented individuals who have the right skills, knowledge, and behaviours</li> <li>• Monitor and improve our interaction with social media, website, and organisation communications to promote our employer brand</li> <li>• Maximise the use of and engagement with our ATS to deliver a high quality and professional recruitment journey</li> <li>• Monitor the storing, sharing and destruction of candidate data in line with the GDPR and Data Protection policy</li> <li>• Take a lead on IR35 worker assessments as and when required</li> </ul> <p><b>Employee Lifecycle</b></p> <ul style="list-style-type: none"> <li>• Coordinate and influence an effective Group and HR induction process to enhance the experiences of new employees (schedule, format, presentations, delivery model) and evaluate effectiveness</li> <li>• Lead on supporting maternity cases to ensure all aspects of starting and returning on leave is owned by line managers but in line with policy and process.</li> <li>• Lead on the payroll processing actions including pension contributions and cycle to work scheme, processing variable pay data, ensuring all changes are authorised</li> <li>• Conduct the employee exit interview process, online and/or in person, and create trend reports to evidence opportunities or barriers linking to recruitment, engagement, or welfare.</li> </ul> <p><b>HR Administration</b></p> <p>Alongside the HR Administrator, hold responsibility for achieving core administration tasks such as:</p> <ul style="list-style-type: none"> <li>• Onboarding tasks linked to new starters</li> </ul>



- Managing the HR and Recruitment inboxes to ensure timely response to all queries is achieved
- Maintain electronic employee records and filing of documents, ensuring that all records are kept up to date and managed in line with GDPR
- Maintaining the HR, recruitment, and e-learning systems ensuring all data is up-to-date, accurate and usage is optimised
- Calculate employee pay, holiday and sick pay entitlements in line with contractual arrangements or policy
- Support on line manager queries linked to key employee lifecycle stages such as probation, fixed term contracts, performance reviews, contractual changes, leavers and policy clarification

**Other responsibilities**

- Contribute to HR projects and achievement of strategic objectives e.g. People Plan, Policy Reviews, HR Metrics Reporting
- Lead on implementing, reviewing, and improving safeguarding policy and process as part of the Safeguarding Working Group
- Complete any reasonable task requested by the Head of HR, HR team or Chief Operating Officer

**Qualifications**

Part/CIPD qualified (L3 CIPD/Apprenticeship in HR Support) or equivalent HR experience of at least 3 years

**Knowledge & experience**

**Essential**

Proven experience of working in HR environment  
 Generalist HR experience across the employee life cycle  
 Knowledge, understanding and practical application of employment law  
 Experience of improving team processes

**Desirable**

Previous experience working in a recruitment focused role  
 Payroll processing  
 Experience and understanding of working in a charitable organisation

**Skills**

Strong administration and organisational skills  
 Strong communication and interpersonal skills, both verbal and written  
 Excellent attention to detail  
 Confident in running reports and processing financial information  
 Good IT skills, particularly comfortable using with MS Office 365

**Personal attributes**

Credible, professional approach  
 Ability to develop and maintain effective working relationships at all levels  
 Flexible and adaptable  
 A good team player: able to assist colleagues unprompted and share information  
 Self-motivated and able to work on own initiative  
 Approachable with good listening skills  
 Committed to CPD