



Job Description: HR Officer – August 2021

Job Purpose:

to provide high quality professional advice and support to line managers and staff for all HR related matters. To ensure that Brain Tumour Research employs the right balance of individuals in terms of skills and experience, and that training and development opportunities are available to the team to enhance their performance and achieve the charity's objectives.

Reports to:

Director of Finance & Operations

Direct Reports:

None

Hours:

Full time (35 hours) part-time considered

Location:

Head Office – Milton Keynes

Requisite Skills and Experience:

The successful candidate will be IT literate, familiar with MS office, and employee databases, with excellent written and verbal communication skills. You will need strong administrative skills, be organised, methodical and process driven.

The ideal candidate will be educated to degree level, have relevant HR work experience, and hold or working towards a relevant professional qualification.

Main duties:

- work with the Leadership Team and external advisers to develop and implement policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- work closely with all departments, assisting line managers to understand and implement HR policies and procedures
- liaise with line managers in policy areas such as staff performance and health and safety
- lead the process to recruit new team members, working with line managers to develop job descriptions and person specifications, preparing job adverts, checking application forms and references, shortlisting, interviewing and selecting candidates
- draft and issue offer letters and employment contracts
- ensure that prospective staff have the right to work at the organisation
- maintain the employee handbook
- advise the Leadership Team and other line managers on pay and other remuneration issues, including promotion and benefits
- manage and maintain the organisation's employee database and prepare reports
- work with external advisers to interpret and advise management on employment law
- deal with grievances and implement disciplinary procedures
- work with the Leadership Team to develop HR planning strategies, which consider immediate and long-term staff requirements

- plan and sometimes deliver training, including new staff inductions
- analyse training needs in conjunction with line managers and coordinate and training and development requirements
- promote equality and diversity as part of the culture of the organisation
- coordinate delivery of the annual Employee Survey, help interpret results and support line managers with delivery of the resulting action plans
- Address and/or escalate employee queries
- Assist line managers in delivering appraisals and record any actions arising
- Lead and/or support any workplace investigations, disciplinary and termination procedures