



# barcud

## Job Description

### Senior Human Resources Officer

All criteria are Essential unless indicated otherwise

**Reports to:** Assistant Director of Human Resources and Communications

**Responsible for:** HR Officers, Payroll & Benefits Officer, HR Administrators

#### Overall Job Purpose:

The Senior Human Resources Officer and Payroll Officer is responsible for providing support within the Human Resources Section which include recruitment, staffing, payroll, training and development, performance monitoring and policy development across the Barcud Group.

#### Key Responsibilities –

##### Functional:

- **Main Activities**

1. Ensure that accurate job descriptions are in place for all posts
2. Ensure that the structure of the organisations is kept up to date, with any proposed changes reported to the Assistant Director of HR and Communications.
3. Provide advice and assistants to Managers when writing Job Descriptions
4. Provide advice and guidance to staff and management on conducting staff performance reviews
5. Organise and provide training sessions, workshops and activities to staff as necessary.
6. Manage and implement the Induction programme for the organisation
7. Manage and implement the Exit interview programme
8. Oversee the health and wellbeing activities across the Group
9. Access any funding opportunities available with respect of Training and Development.
10. Manage the HR/Payroll system ensuring accurate information is inputted at all times.
11. From the notifications received via the recruiting departments create written offers of appointments and statements of their main terms and conditions in conjunction with the HR Administrator
12. Provide advice and guidance to all staff on HR and salary matters.

13. Create and update pension scheme records held by Barcud and the Pension scheme administering authority from information provided by employees and the employing sections. Sending out the necessary declaration forms and associated correspondence together with follow-up reminders if required
14. Manage and support the HR Officer on the administration of the Maternity/paternity/parental/Adoption documentation in liaison with the Payroll section.
15. Checking, coding, obtaining authorisation for payment and forwarding to the Finance Department using the Associations procurement system
16. Answer queries from both internal and external sources on HR matters referring complex matters to the Assistant Director of HR and Communications.
17. Assist the HR Administrator in organising and advising Managers and employees on Occupational Health and Counselling services.
18. Assist the Assistant Director of HR and Communication in the preparation of papers for the Employee Forum.
19. Assist the Assistant Director in obtaining Corporate Health Standards or similar initiatives for the Association and Group.

- **Line Management Responsibility**

1. Line manage the HR Officers and HR Administrators ensuring 1-2-1 and performance management process are adhered to.
2. Play an active role with your team in the development and co-ordination of the annual staff conference.

- **Performance Management**

1. Provide performance reports on staffing issues to the Assistant Director of HR and Communications on a monthly basis. Report to include sickness absence, training achievement and staff turnover.
2. Update the Performance management software package as required.

- **Corporate Responsibility**

1. To work within all properly authorised policies of Barcud and to accept a commitment to the principles underlying the Association's policy on Equality of Opportunity in Employment is required.
2. To ensure adherence to the principles of equality, diversity and inclusion
3. To provide excellent customer service to all internal and external customers and stakeholders
4. To carry out such other duties and responsibilities as may reasonably be requested by the Assistant Director of HR and Communication or the Leadership Team

*This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.*



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## Personal Specification

### Senior Human Resources Officer

This person specification details the experience and skills for the position of Senior Human Resources Officer at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

#### Qualifications

- Degree or relevant qualification in HR or related subject
- Evidence of continually developing professional knowledge
- A Management Qualification would be desirable (D)
- Member of the CIPD, or working towards CIPD with a minimum of 5 years experience in HR

#### Experience:

- Team Leadership
- Experience of developing teams
- A track record of providing a high level of customer care with experience of dealing with employees
- Achieving challenging targets and objectives
- Experience of change management
- Experience of HR and Payroll legislation
- Experience of working with integrated HR/Payroll systems e.g. Itrent

#### Knowledge/skills:

- Excellent knowledge of HR related issues
- Ability to organise, coach, mentor, encourage and manage a small team, with excellent communication skills

- Organisation and planning skills
- Have good interpersonal skills
- Sound, verbal, reasoning and written communication skills
- Some knowledge of Housing Associations desirable **(D)**

**Communication skills:**

- The ability to communicate well verbally and in writing in English.
- Good telephone and face to face communication skills
- Ability to communicate effectively in writing
- The ability to communicate well verbally and in writing in Welsh or willing to learn to Alte level 3 within two years

**Personal Qualities:**

- Positive attitude to work
- A strong commitment to high quality workmanship and customer service
- Reliable, high degree of personal integrity - ability to build trusting relationships
- Able to work outside of normal office hours if required
- Ability to cope under pressure and balance competing demands
- Capable of working to busy schedules.
- Capable of using own initiative and working unsupervised.
- A team player.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change.
- Ability to behave confidentially at all times