

JOB DESCRIPTION

POST TITLE	:	Human Resources Officer
SALARY	:	Up to £33,290 (depending on experience)
RESPONSIBLE TO	:	Head of HR
CLOSING DATE	:	5.00pm, Monday 13 April 2026
INTERVIEW DATE	:	Thursday 23 April 2026

Key Responsibilities

- 1 Working closely with the team to deliver on all employee relations work and projects, offering advice and guidance to managers, dealing with casework in a timely manner, supporting in formal meetings, complying with relevant legislation and working effectively with trade union/s.
- 2 Have an up-to-date and practical knowledge of employment legislation, including the ability to advise managers, ensure process and practice is legally compliant and update policies and procedures as required, in line with legislative updates and best practice/thinking in the area.
- 3 Build and maintain effective working relationships with all staff, managers and senior managers, working with a full understanding of the relevant division's/team's/person's needs and therefore, the support required from you to deliver agreed outcomes.
- 4 Build and maintain effective working relationships externally, including but not limited to the Disclosure & Barring Service (DBS), Occupational Health, HMRC, software and employee benefits providers.
- 5 Implement and undertake 'pulse checks' of the business to understand any common and key issues, advising the Head of HR and supporting relevant improvements.
- 6 Contribute to the accurate input of live information onto all of the College's People systems whilst liaising and working with the rest of the team to ensure key messages are communicated.
- 7 Understand, add value to and work with the wider team to continuously improve the College staff recruitment process, with particular emphasis on ensuring the team and all College managers engage in and commit to safer recruitment and comply with all relevant employment and educational legislation, having been effectively informed about our obligations and the potential outcomes of nonadherence.
- 8 Research and develop new policy, processes and procedures, as new and amended legislation and case law determines and where there are new updates in best practice, taking ownership of the policy review calendar plans for the full team. each year.
- 9 Work with the Head of HR in major projects and change programmes, including for example, organisational restructures and changes to contractual terms and conditions.

- 10 Ensure own Continuous Professional Development (CPD), with particular emphasis on employment legislation, safer recruitment and best practice, disseminating knowledge to the wider team and senior/managers where necessary.
- 11 Work with the team to ensure appropriate actions are taken which maintain the integrity of all data relating to people, for example, ensuring all employee/employment changes (and associated documents) are completed and issued in a timely manner, in accordance with agreed outcomes.
- 12 Produce standard and bespoke management reports, including statistical analysis, as required and in particular, those that evidence the Key Performance Indicator's determined by the Governing Board and the College's Senior Management Team.
- 13 Support all departmental activity through the development of robust and efficient processes, utilising automated software to reduce administrative burden, whilst continually seeking to improve procedures.
- 14 Support organisational Safeguarding practices, including Disclosure & Barring Service (DBS) checks and acting as a counter-signatory, along with all other necessary new starter checks.
- 15 Attend and positively contribute to team and cross-College meetings and events as required.
- 16 Participate fully and positively in staff development activities.
- 17 To be fully compliant with key policies, notably Single Equality; Health and Safety and Safeguarding.
- 18 To undertake invigilation duties when required.
- 19 To carry out such other duties as the Principal may reasonably require.

HOURS:

37 hours per week

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.



PERSON SPECIFICATION

POST: Human Resources Officer

DIVISION: Head of Human Resources

QUALIFICATIONS

		Essential/ Desirable	To be identified by:
1	Educated to at least Level 5	E	Application form
2	CIPD qualified	E	Application form

KNOWLEDGE/SKILLS

1	Knowledge of what constitutes and how to provide a successful, efficient and trusted employee relations provision, and the difference this it can make to a business	E	Application form/Interview
2	Up to date, working knowledge of employment law and its effective, practical implementation in policy and practice	E	Application form/Interview
3	Working knowledge of HR, payroll and recruitment systems and the importance of data integrity	E	Application form/Interview
4	Proficient in the use of IT and the relevant systems in Human Resources	E	Application form/Interview
5	Ability to understand what people information is beneficial to managers, with the ability to develop, produce and present such management information	D	Application form/Interview
6	Proven analytical skills and attention to detail	E	Application form/Interview
7	Demonstrable excellent communication and interpersonal skills, which lend to the provision of an excellent customer experience	E	Interview

EXPERIENCE

1	Demonstrable experience of delivering a successful, efficient and trusted employee relations provision and the positive difference you have made to an employer as part of this provision	E	Application form/Interview
2	Experience of utilising HR, payroll and recruitment systems and processes	E	Application form/Interview



3	Demonstrable experience in finding, making and driving process improvements	E	Application form/Interview
4	Experience of effectively managing difficult situations, conversations and messages with emotive individuals whilst remaining calm and providing fair advice	E	Application form/Interview

PERSONAL

1	Excellent communication skills and the ability to effectively communicate to all levels of staff and management	E	Application form/Interview
2	A friendly, approachable demeanour, eager to help, with excellent team working skills and a commitment to team working	E	Application form/Interview
3	A commitment to ongoing professional development	E	Application form/Interview
4	Ability to prioritise workloads and work to tight deadlines	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent support to staff and students	E	Interview
2	Commitment to organisational policies	E	Interview
3	We are committed to safeguarding, and expect all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/Occupational Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*