

## JOB SUMMARY

<b>Post Title</b>	<b>HR Officer – Advisory/Transactions</b>						
<b>Job Family</b>	Business Support	<b>Pay Range</b>	5/6	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	BS 05/06
<b>Service Area</b>	Human Resources						
<b>Line Manager</b>	HR Analyst/ HR Operations Manager						
<b>Location</b>	County Hall/ Agile Working						
<b>Job Purpose</b> - Provide a proactive, effective and efficient HR transactional and HR advisory administrative service to the Council and Schools.							
<b>Job Context</b>							
<ul style="list-style-type: none"> <li>• Receive and respond to a range of HR related enquiries. Signposting managers and schools to relevant policies/guidance or escalating more complex matters to the HR Advisors as appropriate.</li> <li>• Provide support with reviewing and updating HR policies, guidance, templates and intranet pages, produce and update training guides on HR processes</li> <li>• Support the team with case management/ employment related matters (e.g. producing figures, seeking approvals, sending correspondence, preparing packs)</li> <li>• Support the HR Analyst and HR Operations Manager on a range of HR related project work</li> <li>• Process and enter onto the appropriate databases, information relating to HR, including starters, leavers, contract changes, restructures, TUPE. Run quality assurance checks on data. Prepare and send a range of correspondence including issuing contracts of employment.</li> <li>• Continuously assess efficiency and identify areas of improvement in processes and systems. Support with training of new staff to the team.</li> <li>• Provide administrative support to the Occupational Health Advisor</li> <li>• Collate data and produce reports in a timely and precise manner as requested</li> <li>• Be the central point of contact for the HR team for co-ordination of Freedom of Information requests</li> <li>• Provision of general administrative support to the team (e.g telephony, arranging and minuting meetings, supporting training events)</li> </ul>							
<b>Knowledge, Skills and Experience</b>							
<b>Role Profile requirements.</b>		<b>Job specific examples.</b> (if left blank refer to left hand column)			<b>Essential</b>	<b>Desirable</b>	
Practical experience within the relevant working environment.		<i>Practical experience within an HR environment</i>			<b>E</b>		
Working knowledge of relevant processes and systems.		<i>Working knowledge of HR processes and systems</i>			<b>E</b>		
Knowledge of the service provided in own area.		<i>Knowledge and experience of working within a HR Transactional/HR Advisory Service.</i>			<b>E</b>		
ICT skills including use of Microsoft applications.		<i>Good working knowledge of Microsoft Outlook, Teams, Word and Excel</i>			<b>E</b>		
Good verbal and written communication skills.		<i>Ability to provide accurate HR information in both written and verbal forms</i>			<b>E</b>		
Numerate and accurate with attention to detail.		<i>Accurate data management and reporting</i>			<b>E</b>		
Understanding of how to deal with customers appropriately.		<i>Capable of dealing effectively and efficiently with all levels of staff and management and external providers where appropriate</i>			<b>E</b>		
<b>Qualifications</b>							
<b>Role Profile requirements.</b>		<b>Job specific examples.</b> (if left blank refer to left hand column)			<b>Essential</b>	<b>Desirable</b>	
Educated to GCSE		<i>GCSE in Maths and English or equivalent qualification or experience</i>			<b>Yes</b>		
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.		<i>Level 3 HR/Business Admin or equivalent qualification or experience</i>			<b>Yes</b>		

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		<b>Yes</b>	
Willingness to work towards and complete a relevant level 5 HR qualification		<b>Yes</b>	
<b>Other Requirements</b>			
May require relevant certifications including evidence of fluency in English language.			