



Job Description

Job title: HR Officer	
Main purpose of job: To support the HR Team in all areas of the HR function, ensuring the successful delivery of the HR strategy across all divisions of the Society.	
Division: Head Office	Position reports to: HR Manager
Type of contract: 12-month Fixed Term contract	Salary:

Main duties
<ul style="list-style-type: none"> • First point of contact for all HR queries across Head Office, Food and Funeral Division. • Responsible for managing the end-to-end process of all D&G cases, providing ER support and guidance to Hiring Managers, arranging meetings and following up on actions. • The creation of policies and procedures and Company handbook. • Work alongside the HR Business Partner on a variety of projects, providing analytical support. • Provide new ideas for a variety of process, including the launch of the HR System and T&A System. • Focus on the Society intranet and internal communication. • Monitoring of sickness across the Society and the management of long-term absence cases, supported by the Society's Wellness initiative. • Reporting and communicating to Senior stakeholders on specific KPI's, flagging any areas of concern. • Support and improve the Recruitment strategy, providing new ideas of how we can recruit and retain colleagues, including the use of job boards, social media, and assessment centres. • Working alongside the T&D Team with the onboarding of new starters. • Supporting the Payroll Team. • Supporting the HR Administrator's with general admin tasks.

Factor	Essential	Desirable
Qualifications CIPD Level 5 or above Educated to degree level		X X
Previous Experience Gathering and analysing qualitative and quantitative data Knowledge of costing/budgets Experience of presenting to various levels of seniority Advanced Excel skills	X X X	 X



Aptitude, skills and abilities		
Exceptional organisational skills	X	
Proven leadership capabilities	X	
Solid knowledge of employment legislation	X	
Excellent Communication skills	X	
Strong customer service skills	X	
Goal focussed and able to adhere to deadlines	X	
Personal attributes		
Problem solver	X	
Team player	X	
Confidential and diplomatic	X	
Self-motivated	X	