



**Job Description:
HR Officer**

Job Title:	HR Officer
Responsible to:	Head of HR and Governance
Contract:	Permanent
Salary:	£27,000 - £29,000 per annum (inc. London weighting) depending on experience
Pension:	Workplace pension
Working hours:	35, 28 or 21 hours a week
Work location:	Based in West London

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Advance is committed to equality and diversity and strongly encourages applications from women with disabilities, from BME backgrounds and the LBT community, and with personal experience of the criminal justice system, as these groups are currently under-represented in our organisation. Please contact Advance for further details.

About Advance

Advance is a well-respected, award-winning and innovative women-only organisation, established in 1998, providing emotional and practical support to women experiencing domestic abuse and supporting women with custodial and community sentences to reduce offending. We believe in empowering women and girls to lead safe, non-violent, equal lives so that they can flourish and contribute to the community. Our values are to listen and support, to empower and respect, to collaborate, innovate and be accountable. We have expanded our services significantly over the past 2 years to over 80 staff, reaching over 3000 women and their children.

We specialise in a range of services which support women experiencing domestic abuse and violence, through our Hammersmith office and at co-located offices across four central/west London boroughs. Our domestic abuse services are available to girls and women regardless of ethnicity, sexuality or immigration status. A large part of our work is crisis intervention, for women requiring urgent help and in imminent danger. Our services are free and confidential and delivered in partnership with 9 specialist VAWG organisations.

Over 7 years ago we expanded our services to include supporting women who have committed crime, many of whom are also experiencing domestic abuse, to reduce or end offending, pan-London. Our goal is to divert women from the Criminal Justice System at the earliest opportunity and prevent families breaking down as a result. We believe that the criminal justice service is built for men, so it is important that a safe, woman-only service is available. This service is now being expanded to include borough-based keyworker support and regional women's centres across 15 North, East and West London boroughs, providing one-to-one advocacy and specialist work, including delivering tailored workshops and group activities by Advance and its 10 voluntary organisations, in partnership.

Job Summary

Working with the Head of HR and Governance, the HR Officer is a critical role for the organisation, contributing to the long term development and performance of the HR function. The postholder will have excellent communications skills, a keen eye for detail and an ability to work on their own initiative in a fast-paced environment. The role provides technical expertise and support to the senior team and managers on all HR matters, end to end recruitment support for permanent and temporary posts, carrying out inductions and DBS checks and compiling information for monthly payroll returns. The role also provides the key point of contact for staff on day to day routine HR questions and queries.

Key duties

1. HR Generalist Administration
 - To maintain an accurate HR filing system for all employees
 - Process employee requests and provide relevant information
 - Co-ordinate HR projects & meetings
 - Responsible for producing all HR documentation/ letters - new starter & leavers, contracts, variations in terms
 - Responsible for raising PO's
 - Coordinating documents for HR processes - appraisals, bonus, probation
 - Other ad-hoc duties
2. HR Systems
 - Providing support to staff across the business
 - Inputting and maintenance of HR information for employees e.g. new starters, leavers, salary increases etc.
 - Running reports on absence, holidays, new starters
 - Rolling out policy updates
 - Maintain and update the on-line HR system
 - Liaising with the Head of HR and Governance to escalate problems and source solutions
3. Recruitment
 - Ensure all vacancies are advertised in appropriate publications; liaise with line managers on updating job descriptions and the recruitment process
 - Ensure the Advance web-site jobs page is kept up to date, removing old adverts and refreshing on-going recruitment advertising
 - Respond to all applicants, arrange interviews, take references and send follow up letters
 - Liaise with agencies to hire temporary and casual staff as required
 - Maintain a register of agencies, publications and contacts for different role types, including up to date rates
4. Appraisals
 - To ensure annual performance reviews and quarterly performance follow-up meetings are conducted by line managers with all staff
 - To file performance reviews and details of follow up meetings
 - To ensure that annual performance reviews include updates of job descriptions which are reflected in updated contracts
5. Absence Management
 - To assist the managers with the administration of reporting and recording absences, including sickness, annual leave, compassionate leave, maternity, adoption and parental leave
 - Ensure leave is recorded on the on-line HR system and on payroll reporting forms
6. Payroll
 - Prepare accurate monthly payroll returns
 - Respond to payroll queries and source solutions
7. Manage the transfer process for TUPEs, including drafting and managing mobilisation plans and undertaking detailed due-diligence. In addition, working with the senior Director or Manager, provide

support on ER engagement in consulting with employees and their representatives, along with providing communications on proposed measures and transfer arrangements.

8. Keep up to date with employment law changes and advise managers on policy changes as needed.
9. Monitor regulatory requirements for staff training and competence and ensure that all requirements and subsequent changes are reflected in all statutory and mandatory training.
10. Coordinate the development, delivery and evaluation of a staff Learning and Development program and the implementation of an annual corporate training plan.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

May 2018

PERSON SPECIFICATION		To be tested
1)	Relevant HR qualifications e.g. CIPD Certificate in Human Resource Practice (D)	A
2)	HR experience and skills essential including knowledge of Employment Law (E)	A/I
3)	Experience of dealing with people at all levels (E)	A/I
4)	Comprehensive working knowledge of Microsoft Office, Outlook, Excel and web-based HR systems (E)	A
5)	Proven experience of handling confidential information and data (E)	A
6)	Excellent communication skills, both written and oral (E)	A
7)	Experience of office management, co-ordination and administrative skills (E)	A/I
8)	Good interpersonal and negotiation skills (E)	A/I
9)	High level of commitment and dedication (E)	
10)	Experience of producing analytical HR data and translating into monitoring reports (E)	A/I
11)	Be accurate and methodical in dealing with data processing, filing systems, facts and figures (E)	A
12)	The ability to be flexible, working as a team or independently as required in order supporting the service and colleagues (E)	A/I
13)	Experience of multi-tasking and prioritising, remaining calm under pressure or in stressful environments (E)	A/I
14)	Understanding of, and commitment to, equality, diversity and inclusion, confidentiality and anti-discriminatory practice (E)	A/I

Please note that any offer of employment will be made subject to references and confirmation of the right to work in the UK and satisfactory enhanced DBS check.

February 2019