

HR Officer

Job description

Job title:	HR Officer
Reports to:	Head of HR
Responsible for:	No direct reports

Overview of SSAT

Schools can be the most inspiring communities on earth, but there can be many pressures that stifle their potential. SSAT is a membership organisation enabling ambitious schools to break through by thinking differently. We help with our knowledge of what works in schools, our world leading CPD programmes and our thriving networks of school leaders and teachers – the most extensive in the country.

At SSAT we're committed to:

- Putting customers first and knowing our members well
- A membership offer that's highly relevant and value for money for all schools
- Providing high-quality professional development programmes in areas including leadership, teaching and learning and curriculum
- Developing a high-performing, enthusiastic team who collaborate to maximise the knowledge and skills of all colleagues

To work at SSAT you should be committed to:

- Working together to achieve the organisation's objectives
- Contribute to and follow SSAT processes and systems to put our customers, schools and teachers first

The role of HR Officer

- To work with managers and staff, providing comprehensive generalist HR advice on employee relations, recruitment, performance management and employee development issues
- To manage the HR Systems (manual and electronic) and processes and produce management information
- To provide staff and managers with key information on HR policies, procedures and processes
- To deliver an efficient and accurate HR and payroll administration service
- To support the training and organisational development function.

Key Accountabilities

Service delivery and information

Delivering an integrated, pragmatic and reliable service, using a consistent and commercial approach through clearly articulated policies, processes and accurate data.

- To be responsible for developing and maintain the HR Systems and processes; shared drives and Sharepoint with due skill, care and diligence ensuring information is easily accessible.
- To provide first line advice (face to face, email and telephone) on HR policies and procedures

- To understand the sector, business and its organisational challenges and then translate them into providing a responsive and agile HR service.
- To ensure that line managers are fully informed and comply with the necessary aspects of the company's HR systems, process and procedures including absence and annual leave.
- To manage the monthly payroll administration process
- To coordinate probation periods to ensure that reviews take place by setting reminders for line managers and maintaining regular contact with the new starter and line manager.
- To support the implementation of HR projects as required.
- To be fully aware of the responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on all systems

Organisation design and development

Identifying and implementing beneficial changes to the organisation in line with future requirements whether structural or cultural.

- To support organisational change programmes including restructuring, redundancy consultation including positive employee relations.
- To provide standard information for the monthly HR report for Head of HR.
- To undertake ad hoc research and analysis on HR issues producing clear and concise reports.
- To manage employee relations case work and to provide high quality employee relations advice on sensitive and contentious issues.
- Provide HR advice to managers and staff on policy framework and their people management responsibilities including absence management, capability, recruitment, disciplinary, grievance, performance management and equality.
- Contribute to the ongoing development, review and implementation of the HR service undertaking project work and benchmarking as requested.
- Take responsibility for own development and remain up to date with HR trends and legislation.
- Act as a role model for the HR department by ensuring that a high level of morale and a positive attitude is demonstrated consistently

Resourcing and talent planning

Ensuring a proactive, robust and professional method of identifying and securing talent to address gaps in skills, experience, knowledge and behaviour.

- To provide effective support for the recruitment process, including job descriptions, drafting adverts, ensuring establishment approval and acting as the main point for candidates.
- To agree expectations with recruiting managers prior to commencing recruitment on shortlisting, interviewing and induction with deadlines.
- To ensure all roles have job descriptions which are saved centrally and have been issued to the employee. Where job descriptions are missing to work with the Head of HR and line manager to put these in place.
- To be responsible for delivering the HR induction and supporting managers to ensure robust inductions are scheduled new starters
- To administer all new starter and leaver processes and changes in terms and conditions.
- To schedule exit interviews for leavers with the Head of HR on their last working day.

Learning and talent development

Maximising existing talent through actively managing performance and development of skills, experience, knowledge and behaviour.

- To ensure compliance and implementation of performance management processes (appraisals, performance improvement plans etc.), supporting line managers and in conjunction with the Head of HR.
- To be the main point of contact and administrator for Actus, SSATs appraisal system.

- To be responsible for the coordination of an annual skills audit ensuring 100% completion and producing a report outlining the findings.
- To coordinate and administer L&D programmes that deliver business short, medium and long term objectives of the business.

Reward and recognition

Building employee commitment to the organisation.

- To be responsible for collating the views of current employees and leavers to understand the levels of engagement across the business.
- To administer salary review and PRP letters and documentation in a timely manner.
- To be responsible for the administration of staff benefits and the first point of contact for all related queries.

Person Specification

Essential

- Educated to a degree level with either post graduate Human Resources qualification (CIPD) or a willingness to study for a relevant qualification.
- To have working knowledge of HR best practice, including all aspects of diversity.
- Knowledge of relevant UK employment legislation.
- Experience of operating in a generalist role supporting a HR team in a customer focused organisation.
- Proven track records of providing clear and balanced advice and guidance on HR issues
- Demonstrates commitment to colleagues, team objectives and collaborative working opportunities
- Works to the highest standards, demonstrating resilience to pressure and retain due professionalism at all times
- Delivering Results -Embraces responsibility and displays a capacity for driving issues forward
- To be self-motivated and have exceptional organisation skills.
- To have discretion and the ability to deal with confidential matters sensitively.
- Meticulous attention to detail with the ability to stick to routine tasks whilst demonstrating a proactive attitude to continuous improvement
- Excellent oral and written communication skills and ability to adapt style in different situations when required.
- Strong relationship building skills, both internally and externally.
- To have strong IT skills, including the ability to produce excel reports, analyse data and identify trends to drive solutions.

Desirable

- Working knowledge of payroll processes.
- Working knowledge of planning, developing and implementing HR policies and procedures
- Experience of extensive employee relations case management
- Experience of assisting in the developing and implementing plans to meet medium to long term objectives

This job description is not exhaustive and you may be required to undertake other tasks as required.