

JOB DESCRIPTION

POST:	HR Executive
POST HOLDER:	
REPORTS TO:	Director of HR
GRADE:	£22,474.00 - £27,274.00
LOCATION:	Worcester/Hereford
WORKING HOURS:	37 hours per week
MAIN PURPOSE:	To assist in the provision of a comprehensive and professional HR advisory and support service with the H&W Chamber of Commerce

KEY DUTIES / RESPONSIBILITIES:

1. To assist with the provision of a customer focussed HR advisory service to managers and staff to include advice and guidance on all HR related issues in accordance with corporate HR policy and current legislation.
2. To manage all recruitment administration activity including responsibility for the planning of recruitment campaigns, placing of recruitment advertisements on relevant platforms, interviews, assessment centres and other associated selection activities where appropriate. To ensure that all documentation is completed and signed.
3. To shortlist applications with Managers and conducting recruitment interviews as directed by the Director of HR.
4. To raise job offer documentation and contracts of employment. Ensure that references are taken up and received and that signed documentation is returned prior to the employee's start date. Review all documentation and refer to Director of HR if appropriate.
To process all new starter information and job/role function changes within the Group, ensuring that electronic personnel files are created/updated, contracts are completed, signed and returned, and that the information is confirmed to finance within the required timescales.
5. To co-ordinate the full HR and Departmental induction program for all new, permanent and temporary staff in line with current procedures. To deliver and present aspects of the induction program where appropriate.
6. To schedule and conduct three-month HR probation reviews.
7. To co-ordinate the probation process for all new starters, ensuring that manager and HR reviews take place and confirmation of appointment letters (where appropriate) are raised. Conducting the 3-month HR reviews where appropriate. To ensure that all associated documentation is completed and stored within employees electronic file.

8. To conduct exit interviews.
9. To manage the organisation's training spreadsheet and activity, ensuring that all employee needs are logged, prioritised, actioned and evaluated. Liaising with the Training team with internal training requests.
10. To manage and deliver specific HR projects as identified by the business as appropriate, including Worcestershire Works Well activity.
11. To research and amend HR policies to keep up-to-date with legislation or changes to organisation's working practices as directed by the Director of HR. Ensuring that any changes go through the appropriate consultation process.
12. To assist in the design and delivery of internal training programs and to provide ongoing administration support (i.e. room bookings/setup, IT) to schedule and co-ordinate monthly Lunch n Learns with internal and external stakeholders.
13. To be conversant with the CINTRA system in respect of the booking and control of all annual leave, absence and general leave administration, such as study leave and time off in lieu, assisting managers where appropriate.
14. In conjunction with the CEO Executive Assistant and line managers, to co-ordinate the creation, maintenance and updating of all Chamber Group job descriptions.
15. In conjunction with the CEO's Executive Assistant to participate as directed in the annual and half yearly appraisal and objective programme for the Chamber, ensuring all staff have annual objectives/targets and address all training and development needs identified.
16. To complete the HR monthly output spreadsheet.
17. To co-ordinate the planning and delivery of the organisation's Away Days and HR celebration events, ensuring evaluations are carried out where appropriate and making recommendations for future events/Away days.
18. To administer the monthly employee engagement survey, ensuring alignment with Best Company factors, collating feedback and preparing statistics for the Director of HR.
19. To co-ordinate the Employee Awards program, collating and analysing results to establish winners of categories.
20. To design and implement systems for the collation and recording of required HR information – driving licences, DSEs etc.
21. To extract and report on HR information and statistics from the CINTRA system.
22. To ensure and maintain an efficient electronic filing system for personnel files.
23. To manage and deliver the DSE program across the organisation.
24. To provide generalist HR support, including regular visits to the Worcestershire Local Enterprise Partnership.
25. Collating information and adjustments for payroll to meet monthly deadlines.
26. To participate in organisation's wellbeing initiatives as directed by Director of HR.
27. To update and maintain the organisation's Disaster Recovery Plan.
28. To ensure all documentation held is in line with GDPR regulations.

29. Raising Purchase orders for approval by Director of HR.

GENERIC CHAMBER GROUP TASKS:

1. To work closely with other team members to ensure that all Business Plan, Performance and Financial targets are achieved.
2. To keep updated with all new literature and information and maintain a thorough knowledge of new procedures.
3. To work closely with other team members and complement and support the organisation's delivery and development.
4. Any other duties as directed by the Director of HR.
5. To ensure that any management information is entered onto the Chamber's databases (CRM and Exchequer) on a regular continual basis.
6. To work closely with the Quality Manager and your team to ensure team-wide compliance to ISO9001. To facilitate improvements to the quality management system and to co-ordinate an annual review of quality documentation which specifically relates to your department.
7. To adhere to and actively promote the Chamber Equal Opportunities policy.
8. At all times to work within the organisations Health and Safety policy and to ensure as far as is reasonable that safe working practices are established, maintained and followed.
9. To work within and assist in maintaining IIP principles for the organisation.
10. To carry out any other duties as required by the business to achieve commercial objectives.

PERSON SPECIFICATION:

1. Qualified or extensive experience in an HR generalist or HR administration role.
2. Proven ability to communicate confidently and diplomatically at all levels within the organisation, both written and verbal, ensuring confidentiality and a sensitive approach when required.
3. Proficient in the use of MS Office and Excel.
4. Organised, numerate, methodical and accurate.
5. Customer focussed.
6. Goal orientated.
7. Excellent administration skills.
8. Excellent time management skills with a proven ability to multi-task.
9. Completer/finisher.

MOBILITY:

1. Ideally, a car owner with full driving licence.