

Job Description

TITLE: HR OFFICER	DATE PREPARED: 21/10/2020
SALARY: £25,000 AND £26,000 PRO RATA	LOCATION: MIXTURE OF HOME AND OFFICE WORKING
HOURS WORKED: 21 HRS PER WEEK ON A FLEXIBLE WORKING BASIS	REPORTS TO: C.E.O.

Job Purpose:

The HR Officer will ensure that employment legislation, and HR best practice is applied across the organisation. They will support the Bike for Good Leadership Team and implement effective HR processes and information systems

Principal Accountabilities:

- To provide the generalist HR function within Bike for Good including all aspects of HR records, procedures and policies, which is held in a cloud based software, eg relating to new starts and leavers, contracts of employment, leave, performance and all aspects of our employee benefits package.
- To research and draft HR policies and operating guidelines, ensuring compliance with statutory legislation and the adoption of good practice.
- To develop and support the team in line with business growth.
- To work with our external expert to review and implement Diversity and Inclusion changes to increase staff diversity.
- To advise and provide training to the Board and employees on compliance with HR policies and operating guidelines.
- To provide reports on staffing related matters to support the organisation's governance arrangements, including to Leadership Team and Board
- Work with the Leadership Team to introduce a suitable process for managing continuous professional development for the Bike for Good staff.
- To ensure compliance to the General Data Protection Regulation, of all HR related activity
- To ensure effective processes are in place and delivered to ensure the efficient operation of the HR function.
- To advise and support our commitment to staff health and wellbeing.
- To provide payroll reports to our payroll provider.
- Work with external and internal stakeholders to develop the Source introduction of a salary framework
- To undertake any other duties appropriate to the post and in accordance with the needs of the business

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED (THE PERSON SPECIFICATION)

Essentials:

- Degree in human resources management/a combined degree such as business management and human resources
- Experience of delivering HR training to staff members
- Excellent written communication and oral presentation skills
- Experienced in delivering HR training to staff members
- A strong understanding of Diversity and Inclusion in the workplace
- Knowledge of the General Data Protection Regulation, the ability to apply these within areas of responsibility and a clear understanding of confidentiality within office and computerised data storage systems and processes
- Strong Digital skills and the ability to manipulate data and create reports
- Proactive and solution-orientated
- Ability to work effectively with minimal management/supervision
- Able to demonstrate sound professional judgement and act with confidentiality and discretion
- Ability to develop and improve services, systems, and procedures
- Highly organised with the ability to prioritise workload

Desirable:

- A keen interest in cycling and the environment.
- Experience within the third sector
- Ability to communicate with external consultants to achieve business objectives
- Knowledge of HR Information systems
- Track record of providing HR support within a small-medium organisation
- Familiarity with payroll and pensions procedures
- Business support experience