



# Human Resources Officer

## Job description and person specification

Accountable to: **Human Resource Business Partner**

### Purpose of the role

The HR Officer will provide expert support and advice to operational management in all areas of HR whilst consistently demonstrating HR best practice. The HR Officer will be the initial point of contact for all operational HR related matters. The HR Officer will proactively assist with the development and achievement of the team and the Organisational outcomes on any Dimensions strategy.

### Core duties

- Providing first level advice and guidance on HR Policies and procedures, employment law and employee relations issues with the guidance of the HR Business partner as required
- Advising and supporting Locality Managers with disciplinary, grievance, absence management, and performance improvement cases.
- Ensure the provision of appropriate, timely and accurate management information to support strategy development, management decision making and improve the effectiveness of HR Services as and when required.
- Review sickness absence and undertake relevant interventions, including referrals to Occupational Health and advice to Locality Managers on phased return.
- Contribute to Monthly reports for KPIs and casework.
- Contribute to the development and execution of health and wellbeing initiatives in line with Dimensions Wellbeing strategy.
- Participating in HR and company-wide projects as and when required.
- Undertake other duties from time to time as required by the HR Business partner.

### Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Maintain confidentiality in accordance with our data protection policy and procedure.
- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Work on an agile basis between your home and the Company’s offices and/or any other locations as is reasonably required.

### Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked test.

Qualifications		
Qualified or working towards CIPD	Desirable	Shortlisting/
Driving Licence	Desirable	Shortlisting/

Experience		
Operational HR experience supporting managers in all aspects of HR	Essential	Shortlisting/ Interview
Experience in developing metrics and reports with data analysis ability	Essential	Shortlisting/ Interview
Experience of managing own time and workload effectively	Essential	Interview
Experience of meeting targets and deadlines	Essential	Interview

<b>Skills</b>		
Ability to work without close supervision, yet able to judge when advice and support is required.	Essential	Interview
High level of flexibility and a positive attitude to innovation and change.	Essential	Interview
Excellent interpersonal skills with the ability to negotiate and influence.	Essential	Shortlisting/ Interview / Test
Excellent working knowledge of Excel, Word and Outlook.	Essential	Shortlisting/ Interview / Test
High levels of accuracy and attention to detail.	Essential	Shortlisting/ Interview / Test
Be able to work as part of a team	Essential	Shortlisting/ Interview

<b>Knowledge and understanding</b>		
Sound knowledge of current employment legislation and ability to translate this into the workplace	Essential	Shortlisting/ Interview / Test
Good commercial awareness	Essential	Shortlisting/ Interview / Test
Awareness of people management issues.	Desirable	Shortlisting/ Interview / Test
Knowledge of workplace Wellbeing.	Essential	Shortlisting/ Interview

<b>Attributes</b>		
Confident, Professional with the drive to succeed.	Essential	Shortlisting/ Interview / Test
To work flexibly in order to meet the requirements of the Business.	Essential	Interview

To be willing to work across the organisation, attend meetings which might require overnight stays or evening/weekend work if necessary.	Essential	Interview
Demonstrate commitment to own personal development.	Essential	Interview
Helpful, Inquisitive with a good sense of humour.	Essential	Interview