



VACANCY BULLETIN – March 2017

RBLI is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, sexual orientation, transgender status, marital or family status, ethnicity, religion or belief, age, disability, discrimination by association, Pregnancy or Maternity or any other personal factor or quality or a spent conviction (unless the Safeguarding of Vulnerable Adults (SOVA) regulations prevail in circumstances relating to a particular role).

Senior HR Officer (Maternity Cover)

Full time, fixed term contract, based in Aylesford, Kent

Salary: £32-34,000 per annum

37 hours per week

Main Purpose of Job:

The Senior HR Officer is part of the Human Resources team and responsible for supporting the Head of HR and HR Team in delivering a high quality, varied and prompt HR service to the organisation.

Overview of the Role & Team:

This position is key in our HR department, with the main function being to develop key relationships across the business at all levels, provide guidance and support and deliver varied HR operational and transactional activities. The team is 6 strong, consisting of a Head of HR, a Senior HR Officer, 2 HR Administrators, an L&D Manager and a Volunteer Manager. The Head of HR reports into the Director of Finance and Corporate Services.

Your Key Responsibilities:

- Provide prompt, competent and appropriate advice in the handling of all employee relations issues such as grievance, discipline, sickness, absenteeism, performance management and capability, redundancy, dismissal and TUPE. Ensure that such issues are managed professionally, in line with current legislation, best practice and company standards and all relevant documentation is completed and recorded appropriately.
- Assist in advising managers and team leaders with constructive methods of documenting and managing poor performance to engender improvement.
- Support organisational restructures and all change management processes, including all TUPE operational activities.
- Support senior HR colleagues in identifying levers for change, highlight barriers to organisational effectiveness and contribute to the successful implementation of improvement measures and change.
- Support the recruitment needs of the organisation, from planning through to successful offer and on-boarding stages, on time and within budget. Working closely with the HR administration team to deliver a seamless process that is reactive, easy to navigate for the business end user and highly professional. Conduct exit interviews and document and record accordingly.
- Support the delivery of HR related projects, contributing to the investigating, planning, delivery and implementation stages.
- Support and collaborate with the Learning and Development Manager, contributing to the personal development of all staff.
- Keep up to date with developments in Employment law and HR Policy and Practice to ensure that all personnel policies are in line with current legislation and good practice and that manager's understand and are committed to these policies. Ensure that any and all anomalies are escalated appropriately.
- Be involved where appropriate in producing effective HR driven management information to support the management and ongoing productivity of the business.
- Be involved where appropriate in supporting the HR administration team, in respect to the effective coordination of employee related correspondence (Employment Contracts, Changes to Terms & Conditions, Letters, and Handbooks etc).

- Own and improve the HR related processes and functions of the HR database system.

Skills and Experience Required:

- At least two years' experience in a similar generalist role at this level
- Demonstrated exposure to a range of ER issues
- In-depth knowledge of employment law
- Proven recruitment experience
- Experience of working in a target driven and high performance business
- Ability to think creatively and have a solution driven approach
- Possess a Client focused approach to HR support
- Strong, effective communication skills, both written and verbal
- Strong relationship building abilities with the ability to influence at all levels
- Strength of character and ability to challenge custom and practice with management in an effective way and when appropriate
- Positive team player
- Ability to extract and manipulate data and produce detailed HR management information
- Involvement of implementation of new HR system would be desirable but not essential
- Possesses personal integrity and ability to work in a confidential manner
- Committed to promoting diversity and awareness of equal opportunities
- Willing to travel to other locations as required

Working Environment:

- This role will be office based, with travel across the South of England, with some national travel where required

Requirement of the Role:

Essential:

- At least 2 years proven operational HR experience at a similar level
- CIPD qualified or working towards qualification
- Generalist HR knowledge and experience with ability to multi-task on a number of HR issues and projects
- Advanced and ability PC skills and HR system knowledge
- Strong influencer

Desirable:

- Degree educated
- Previous experience of working with disabled employees
- Healthcare, manufacturing or welfare to work HR experience

Benefits:

RBLI offer 25 days holiday per annum pro rata, a Group Flexible Retirement Plan, Life Assurance and Childcare Vouchers.

If you wish to be considered for the above role, forward your CV and covering letter including a supporting statement to recruitment@rbli.co.uk.

* RBLI reserves the right to remove a vacancy at any time prior to the published closing date.

RBLI is an equal opportunities employer.

Closing Date: Sunday 26 March 2017

Interviews: Tuesday 4 April 2017

NO AGENCIES PLEASE



