

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	HR Officer
Service Area / Team	Human Resources
Reports to	Senior HR Business Partner
Grade & Annual Salary	Grade D
Politically Restricted Post	No
DBS Requirement	None

JOB PURPOSE
To support the HR team in providing a high quality, comprehensive and customer focused HR service to managers and staff.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> • Provide administrative support to the recruitment and selection processes, for example: <ul style="list-style-type: none"> ○ Advising on recruitment & selection policy and procedure and providing guidance and support to managers through the process as necessary. ○ Advising on and supporting the administration of the authorisation process to establish a vacancy. ○ Support the drafting of recruitment adverts as required. ○ Placing of adverts on the council's advertising platform and with third party publications / agencies etc as required. ○ Liaising with recruitment agencies. ○ Reviewing shortlisting activities. ○ Arranging interviews and managing communication with both successful and unsuccessful candidates. ○ Ensuring all selection documentation is completed accurately and confidentiality is maintained. • Attend selection interviews as the HR representative if required.
<ul style="list-style-type: none"> • Undertake all administrative actions relating to the new starter process, including communicating with the successful candidate, drafting offer letters and contracts, undertaking related system actions, undertaking pre-employment checks, and other tasks as outlined in the process.
<ul style="list-style-type: none"> • Undertake all administrative actions relating to the leaver process, including drafting leaver letters, calculating any payments / deductions due on termination (e.g. outstanding holiday), undertaking relevant LGPS processes and providing

relevant letters, undertaking related system actions, notifying payroll, and other tasks as outlined in the process.
<ul style="list-style-type: none"> • Undertake administrative actions relating to the change process as assigned, including drafting variations to contract, undertaking related system actions, notifying payroll, and other tasks as outlined in the process.
<ul style="list-style-type: none"> • Provide any other HR administrative support as required relating to all aspects of the employee lifecycle including: <ul style="list-style-type: none"> ○ Pension related administration ○ Updating organisational structure charts ○ Responding to references (employment and financial) appropriately ○ Any other administrative support and formal correspondence as required
<ul style="list-style-type: none"> • Record and process all absence onto HR/Payroll system, highlighting cases to HR Business Partners. Liaising with relevant managers to ensure potential duration of absences are updated, medical certificates are submitted as required, return to work forms are completed and all other absence management process are undertaken.
<ul style="list-style-type: none"> • Undertake other administrative activities and processes on behalf of the department, such as raising purchase orders and receipting invoices.
<ul style="list-style-type: none"> • Collate any manual payroll claims, advising the Payroll provider accordingly. Undertake related compliance checks.
<ul style="list-style-type: none"> • Maintain HR/Payroll system and action adjustments where required.
<ul style="list-style-type: none"> • Maintain personal files.
<ul style="list-style-type: none"> • Undertake actions to support and monitor compliance such as the recording of appraisal returns, arranging and undertaking necessary DBS renewals, recording declaration form returns, undertaking additional employment checks, diving license checks etc at the required points and escalate any areas of concern to the relevant HR Business Partners as necessary.
<ul style="list-style-type: none"> • Effectively manage HR enquires, ensuring they are responded to or progressed to the relevant HR Business Partner so that customer SLAs are met.
<ul style="list-style-type: none"> • Effectively independently manage the HR email inbox.
<ul style="list-style-type: none"> • Produce accurate and detailed minutes of formal meetings as directed.
<ul style="list-style-type: none"> • Support with the development and maintenance of HR forms, system processes and guidance notes as directed.
<ul style="list-style-type: none"> • Support with the development and maintenance of the HR intranet and internet pages as directed.
<ul style="list-style-type: none"> • Support with any requests for reports or system data effectively.
<ul style="list-style-type: none"> • Maintain a detailed working knowledge of the HR/payroll system and other systems utilised by the department.
<ul style="list-style-type: none"> • Undertake ad-hoc projects as assigned by the Chief HR Officer or Senior HR Business Partner.

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code

of Conduct for Officers and to participate in any Emergency Planning activities as required.

- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

Folkestone & Hythe District Council Person Specification

Post Title: HR Officer

Important Information for Applicants:	
<p>The criteria outlined in this person specification represent the requirements for the role. Shortlisting will be based on these criteria so your application should clearly and concisely demonstrate how you meet each of them. Please give specific examples wherever possible.</p>	
Factors	Criteria
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> ▪ Good basic education to GCSE A-C (9-4) standard or equivalent (including Maths & English) or relevant experience.
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Level 3 Foundation Certificate in People Practice or equivalent (or working towards), or relevant experience.
Experience and Knowledge	<p>Essential</p> <ul style="list-style-type: none"> ▪ Recent and relevant experience of working within an HR related role or undertaking HR related duties. ▪ Experience of working within a relevant administrative customer focused environment. ▪ Demonstrable understanding of the confidentiality aspects relating to HR work.
	<p>Desirable</p> <ul style="list-style-type: none"> ▪ Specific experience of working within an HR function. ▪ Experience of using HR / payroll systems. ▪ Experience of working in a local government or similar environment.
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ Ability to operate on own initiative with minimal supervision. ▪ Excellent written and oral communication skills. ▪ High level of attention to detail and accuracy. ▪ Competent user of IT, particularly Microsoft Office. ▪ Proactive and committed to continued service and personal development.

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| | <ul style="list-style-type: none">▪ Ability to adapt and proactively organise and prioritise work effectively in order to meet deadlines and maintain high standards at all times.▪ Ability to demonstrate a professional and customer orientated approach.▪ Excellent interpersonal skills with the ability to operate and build excellent working relationships at all levels. |
| | <p>Desirable</p> <ul style="list-style-type: none">▪ A flexible approach to working hours as there may be the occasional need to work outside of normal office or agreed hours (e.g. recruitment evenings). |