

## Job Description

Role:	<b>Senior HR Officer</b>
Reports To:	Head of HR
Job description dated	10/06/2025

***This job description consists of two sections:***

1. The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
2. The **Person Specification** sets out the qualifications, experience and behaviour expectations.

## Job Specification

### Role Purpose:

To support the development and implementation of inclusive, equitable, and legally compliant HR practices that foster a positive workplace culture and deliver strategic people outcomes.

### Business Outcomes:

To be successful in this role the post holder must:

1. Support employee engagement and development initiatives that enhance retention and wellbeing.
2. Provide expert guidance to managers and employees on HR policy, procedures, and legislation.
3. Manage administration of HR processes and ensure they are followed.

### Key Responsibilities:

1. Liaison with internal and external stakeholders to ensure consistent employee experience.
2. Oversee performance management systems and support managers in implementing them.
3. Continuous improvement of HR processes, policies and procedures.
4. Supporting with interviews as and when required.
5. Managing the Training and Development programme.
6. Supporting the Head of HR with the job evaluation and annual benchmarking process.

7. Responsible for reviewing and maintaining the structure of the HR site on SharePoint, so all information is easily accessible for the team, as well as accurate and up to date.
  8. Use HR data to identify trends and influence decisions.
  9. Update and manage HR processes where appropriate, ensuring these are followed
- Other responsibilities and projects as may reasonably be assigned to you.

### **Role Parameters:**

- Some travel will be required to attend meetings and support across the UK
- Home-based role
- This role requires a Basic DBS check to be made before employment can start.

## **Person Specification**

### **Experience & Qualifications**

1. Professional HR qualification such as CIPD
2. Experience working in a generalist HR role at least as an HR Officer
3. Excellent understanding of employment legislation and best practices in employee relations.
4. Ability to handle complex employee matters with discretion and fairness.
5. Proficient at using HR systems and productivity tools (e.g. HRIS, Microsoft Office, or Google Workspace).
6. Experience in policy development, performance management, and employee engagement.
7. An ability to communicate effectively with diverse groups and foster inclusive work practices
8. Capable of managing multiple priorities while maintaining attention to detail and deadlines
9. Flexible, adaptable and able to hit the ground running.