



THE
DW
STADIUM



Job title	HR Officer	Reports to	Head of HR and Safeguarding
Location	DW Stadium		
Department	HR and Safeguarding		
Job purpose			
Provides a comprehensive, proactive and high quality Human Resources service by consistently and effectively implementing the HR Strategy enabling the Group to attract, retain, motivate and develop high quality staff.			
Jobs reporting into the job holder		N/A	
Key responsibilities and duties			
<ul style="list-style-type: none"> • Works with line managers providing advice, guidance and appropriate support focusing on employee relations including absence management, pay and benefit queries, contractual queries, disciplinary, grievance and capability matters. • Provides an outstanding service to designated business areas to maintain and develop internal and external relationships which build the reputation of the department and the Group. • Provides support and care to staff providing effective wellbeing and attendance management interventions. • Identifies HR needs in designated business areas and works with the Head of HR and Safeguarding to develop and implement HR initiatives and plans to meet these needs. • Creates reviews and effectively implements HR policies and procedures in line with the HR department plan. • Develops and delivers management briefings and training linked to managers' development needs and HR initiatives and policies. • Responsible for specific HR project work researching, identifying, developing and implementing solutions. • Monitors HR practices, policies and procedures and contributes to improving their effectiveness and efficiency to ensure a high-quality HR function which meets internal and external quality assessments, audits and inspections. • Prepares and analyses statistical information to support the organisation in workforce planning identifying trends and recommending appropriate interventions in response. • Conducts exit interviews and collates information and statistical data to identify trends and issues and share these with the HR team and relevant managers. • Ensures effective liaison between HR and Payroll to ensure employees receive effective contractual advice and pay and benefits are processed accurately and to deadlines. • Takes opportunities to actively participate in Group wide activities on behalf of the HR and Safeguarding Department. • Participates in personal Professional Development in order to contribute to personal and departmental effectiveness. 			
Health and safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the group's health and safety policy. • Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically. 			

- Have a full knowledge of procedures for evacuation with regard to fire.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

Safeguarding

- The group is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group’s premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.

General

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- The above job description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the group.

DBS check required

Yes – Basic Level Check

Person specification

	Essential requirements	Desirable requirements
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Level 5 Diploma in Human Resource Management and willingness to work/ working towards a Level 7 qualification in Human Resource Management • Current membership of the CIPD. 	<ul style="list-style-type: none"> • Level 7 Diploma in Human Resource Management
Experience	<ul style="list-style-type: none"> • Proven successful experience as a HR generalist in a commercially focused environment. • Proven experience of managing complex employee relations through to successful conclusion • Proven ability to manage the customer relationship. • Proven experience of producing and analysing statistical information and reports in a timely and accurate manner • Experience of writing HR policies and procedures 	<ul style="list-style-type: none"> • Demonstrable experience of using HR management information systems proactively. • Experience of creating and delivering one to one and group training sessions
Knowledge and skills	<ul style="list-style-type: none"> • Professionally curious with the drive to understand and resolve issues. • Knowledge of current employment law and best practice • Project Management and research skills • Excellent interpersonal skills with the ability to establish effective working relationships with internal and external 	<ul style="list-style-type: none"> • Knowledge of HR management information systems.

	stakeholders <ul style="list-style-type: none"> • Skills and credibility to coach and develop managers. • Excellent oral and written communication skills including presentation skills • Excellent IT skills, Microsoft Office including Excel and PowerPoint. • Excellent planning and organisation skills with ability to prioritise and meet deadlines • A strong understanding of equality of opportunity and diversity issues and the ability to apply this in practice. 	
Personal qualities	<ul style="list-style-type: none"> • A high level of personal integrity and professionalism • Highly motivated with a flexible approach • Ability to work effectively in a team and on own. • Understanding of the importance of confidentiality • Strong ethics and reliability • Committed to learning and continuously develop. • Self-motivated with the ability to manage and prioritise workloads. • Ability to travel to other sites or external meetings as required. • Flexibility and willingness to work evenings and weekends if required. 	

I confirm that I have read and agreed to this job description outlining the main duties of my job role.

Job holder name:

Signed:

Date: