



## HR Officer - Job Description and Person Specification

**Job title:** HR Officer

**Accountable to:** HR Business Partner/Director Dimensions Cymru

### Job Description

#### Purpose of the role

The HR Officer will support the Wales Regional Management team to maximise the wellbeing and efficiency of the Wales team through providing expert HR advice and information. The HR Officer will be the initial point of contact for all HR related queries both internal and external and support the Wales Regional Management team to create and deliver the Regional Business Plan.

The HR Officer will proactively assist with the development and achievement of the team and the Organisational outcomes on the Dimensions' 5 year strategy.

#### Key tasks, responsibilities and outcomes

##### 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.
- Involvement in employment relations case work and assisting in the preparation of employment tribunal cases.
- Advising on disciplinary, grievance, absence management and performance improvement issues and providing assistance for preparation for any such meetings including attendance at those meetings as appropriate.
- Review sickness absence and undertake relevant interventions, including referrals to Occupational Health and advice to managers on phased return.
- Involvement in TUPE transfers developing your experience and supporting HR Business Partners

- Assisting with the creation and delivery of HR related training courses/workshops to managers on discipline and grievance, absence management, performance improvement and other HR related subjects
- Working with other HR colleagues to ensure a consistent approach in HR advice and improve overall effectiveness of HR delivery across the business
- Working in partnership with the HR team to support the implementation of HR policies and procedures.
- Undertaking other duties from time to time as required by the Director Cymru/HR Business Partner.

**Please note:**

**This is a generic job description and person specification and should be read in conjunction with the personalised advert for this vacancy, which will outline other more specific duties of the role and requirements of the candidate.**

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

## 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 requirements. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via numeracy and literacy tests completed prior to or at the interview will be marked Test.

| <b>Qualifications</b>             |           |              |
|-----------------------------------|-----------|--------------|
| Qualified or working towards CIPD | Desirable | Shortlisting |
| Full, clean driving licence       | Desirable | Shortlisting |

| <b>Experience</b>   |           |                               |
|---|-----------|-------------------------------|
| Operational HR experience, supporting managers in all aspects of HR, in particular disciplinary, grievances, performance management and absence management. | Essential | Shortlisting, Interview, Test |
| Experience of creating and delivering training on HR related subjects   | Desirable | Interview, Test               |
| Experience of managing own time and workload effectively  | Essential | Interview                     |
| Experience of meeting targets and deadlines   | Essential | Interview                     |
| Experience of managing TUPE processes   | Desirable | Shortlisting, Interview       |

| <b>Skills</b>   |           |                                  |
|---|-----------|----------------------------------|
| Ability to work without close supervision yet able to judge when advice and support is required       | Essential | Interview, Test                  |
| Ability to inform and empower/coach managers identifying the required approach in any given situation | Essential | Interview                        |
| A 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, Testing |
| Excellent working knowledge of Word, Excel and Outlook  | Essential | Shortlisting, Interview, Testing |
| High levels of accuracy and attention to detail.  | Essential | Shortlisting, Interview          |

|                                   |           |                            |
|-----------------------------------|-----------|----------------------------|
| Be able to work as part of a team | Essential | Shortlisting,<br>Interview |
|-----------------------------------|-----------|----------------------------|

| <b>Knowledge &amp; Understanding</b>   |           |  |
|--|-----------|--|
| Sound knowledge of current employment legislation and ability to translate this into workplace practices | Essential | Shortlisting,<br>Interview,<br>Testing |
| Good commercial awareness  | Essential | Interview                              |
| Awareness of people management issues affecting the social care sector                                   | Desirable | Shortlisting,<br>Interview             |

| <b>Attributes</b>  |           |           |
|--|-----------|-----------|
| Confident, professional with a drive to succeed  | Essential | Interview |
| To work flexibly according to the business requirements  | Essential | Interview |
| To be willing to work across the organisation, attend meetings which may 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 |
| Proactive, with an outcome focus.  | Essential | Interview |