

JOB DESCRIPTION

Job title	Senior HR Officer
Department:	Chief Executive
Section:	Human Resources
Responsible to:	HR Business Partner
Grade:	9
Location:	Western Avenue/Trefforest
Main purpose of Job:	

The Senior HR Officer will support the Head of HR and the HR Business Partner in the provision of operational advice to all departments within WJEC. In addition, the postholder will provide high level HR support to assist with the delivery of the HR Strategic Plan.

As part of the HR team, the Senior HR Officer will support the Executive Leadership Team and managers in developing high performing and engaged teams and creating a culture where staff can thrive.

The Senior HR Officer will have a lead role in contributing to and managing specific areas of HR activity, including recruitment, absence management, learning and development, performance management, wellbeing, employee engagement and HR policies and procedures, with support from the HR Officer and HR Assistant.

Principal Duties and Responsibilities:

Recruitment

- Take the lead role in managing and developing the end-to-end recruitment function across the organisation.
- Ensure the recruitment process is legally compliant and all involved in the recruitment of staff are trained and competent.
- Lead the design of new assessment and selection process to ensure WJEC attract the best candidates.
- Ensure that all new starters at WJEC have a successful onboarding and induction process.

Absence Management

- Take the lead role in managing absence across the organisation ensuring that the policy is implemented fairly and consistently.
- Ensure that all managers are trained and fully understand the absence policy and their role in its implementation.
- Coach and support managers to ensure the best decisions are made for staff.

- Ensure that managers and staff are aware of all available options to enable a work life balance and ensure that this provision is managed consistently.
- Ensure that accurate absence data is accurately recorded and trackers updated. Also ensure that this data contributes to accurate management reports.

Performance Management

- Ensure that systems and processes are in place so that WJEC is fully compliant with the requirements of the performance management review (PMR) process.
- Manage and monitor all the PMR systems and processes to ensure all deadlines are fully met.
- Ensure that all managers and staff are trained and fully understand PMR process.
- Co-ordinate the PMR moderation process.

Learning and Development

- Assist with the development and implementation of a whole organisation Training Needs Analysis in order to support strategic goals.
- Assist with the development and implementation of a competency framework to support organisational development.
- Develop, implement and review a learning and development plan which ensures that all staff receive training in the most appropriate way for their role.
- Work with the Executive Management Team and managers to develop a leadership and management training plan to ensure that managers have the right capability to achieve results through people.
- Assist with the operation of an effective talent management process including a robust performance management system and succession plans which reinforces a culture that encourages staff engagement.

Employee Relations

- Provide expert knowledge and advice in relation to in all employee matters and proactively share good practice with the HR team and managers.
- Provide accurate HR information to management to enable effective decision making and identification of areas for improvement.
- Deal with any performance management, absence management, disciplinary or grievance issues in a legally compliant and professional way. Coach and support managers and staff to resolve such issues.
- Provide comprehensive professional HR advice and support to all managers and staff.
- Assist with the management of any TUPE or redundancy arrangements to ensure that WJEC is legally compliant.
- Contribute to the review and improvement of HR policies and documentation to ensure that they add value to the business and comply with current legislation.
- Ensure that all staff understand and are aware of any policy updates that are included in the staff handbook.

Additional Duties

- Support the Head of HR in the planning and implementation of organisation changes, HR projects and initiatives.

Person Specification

Job title:	Senior HR Officer
Department:	Chief Executive

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Strong management skills with the ability to quickly establish credibility and respect through behaviours demonstrating high integrity & confidentiality.
- Ability to produce work of a high standard with appropriate attention to detail.
- Ability to work autonomously but also collaboratively as part of a team.
- The ability to think both strategically and operationally with a pragmatic, practical hands-on approach
- The ability to evaluate situations quickly and support the decision-making process.
- Strong interpersonal, communication and presentation skills.
- Ability to deal sensitively with complex and contentious issues and personalities.
- Excellent track record of working with senior management within a complex organisation.
- Ability to influence strategic thinking/direction through creative and pragmatic issue resolution.
- Resilient.
- Excellent IT skills with knowledge of PowerPoint, Microsoft Word and Excel.

Desirable

- The ability to work through the medium of Welsh.

Knowledge

Highly desirable

- Extensive knowledge of employment law and HR best practice.
- Working knowledge of creating and using databases and spreadsheets.

Desirable

- Experience of analysing data and providing management information.

Experience

Highly desirable

- Technical competence in all aspects of employment law, compliance practices and policies with significant HR experience in a variety of roles.
- Experience of coaching managers and staff through difficult or challenging situations.
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- A proven track record in influencing and built strong relationships with all stakeholders

Desirable

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Training / Qualifications

Highly desirable

- Graduate Qualification with CIPD or similar certification

Desirable

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Other Requirements

Highly desirable

Desirable

Telerau ac Amodau Gwasanaeth**Terms and Conditions of Service**

Teitl y Swydd:
Job Title: Senior HR Officer

Cyflog:
Salary: £33,063 - £34,854

Gradd:
Grade: 9

Gwyliau
Blynyddol: 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.

Annual Leave: 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

Pensiwn: Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol

Pension: The provision of the Local Government Superannuation Act apply

Math o Gytundeb:**Contract Type:**

Llawn-amser / Full Time

Rhan-amser / Part Time

Llawn-amser Tymor Cyfyngedig / Full Time Limited Term

Rhan-amser Tymor Cyfyngedig / Part Time Limited Term

Nifer yr oriau yr wythnos
No of hrs per week

Diwedd y Tymor
End of Term

Diwedd y Tymor
End of Term

Nifer yr oriau yr wythnos
No of hrs per week

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Dull Ymgeisio:**Method of Application:**

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 25.03.19

Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 25.03.19