



Job Title: HR Officer	Department: HR
Reporting To: Executive Director and Dean of Harlaxton College	Date Prepared: November 2023
Working Hours: Part-time - 20 hours per week. This role requires flexibility and adaptability.	
Summary of Job: <p>To provide HR support to our teams with all things related to people and employment law. This is a stand-alone role, and you will be responsible for the day-to-day HR operations at the College.</p> <p>A great opportunity for the right person to develop their HR knowledge and gain experience at a unique company. It is a busy and fast paced environment where no two days are the same.</p> <p>Good HR knowledge and strong HR administration experience. You will need to be proactive and be happy to work independently.</p>	
Education/Experience/Personal Qualities Required: <ol style="list-style-type: none"> 1. Experience within HR Administration/HR Officer role. 2. Possess excellent written and verbal communication skills. 3. Strong time management and organisational skills. 4. A confident and friendly nature with the ability to liaise with people of all levels. 5. Able to gain trust of all employees, making them feel that they can come to speak about any issues. 6. Be able to deal with matters of a confidential and sensitive nature. 7. A good problem solver and be able to think on your feet. 8. Capable of delivering a high standard of service, with a keen eye for detail and accuracy. 9. Demonstrate a commitment to the vision and goals of One Harlaxton. 10. The ability to prioritise tasks and be a completer finisher. 	
Duties and Responsibilities: <ol style="list-style-type: none"> 1. Creation of offers, contracts, new starter packs, ensuring all paperwork is returned and required pre-employment compliance is complete. 2. Acting as first line HR support. 3. Dealing with all HR administration, processing new starter and leaver documentation, reference requests and changes to terms and conditions. 4. Supporting Managers with employee issues. 5. Providing support and note taking for disciplinary, absence and other formal meetings. 6. Co-ordinate the appraisal process, ensuring all employees complete the appraisals. 7. Advertising of roles, being the point of contact and arranging interviews for candidates. 	



8. Ensuring that the Finance team are advised of payroll updates, new starters, change of address, bank details etc.
9. Day to day support to Managers.
10. Maternity – advising employees of maternity policy and their rights. Ensuring that maternity dates are monitored, and that relevant cover is in place for the team during the absence period.

This job description describes the principal purpose and main elements of the job. It is a guide to the nature and duties of the job as they exist currently, but it is not intended as a wholly comprehensive or permanent schedule and is not part of the contract of employment.