

# HR Officer

## Job Description and Person Specification

The Green Party is on a mission to get great Greens elected in 2024 and the HR team play a central role in developing the inclusive, welcoming, and professional culture essential to building our credibility as a leading political party in England and Wales.

Over the last year, the Party has conducted an HR policy review and introduced a specialised Applicant Tracking System. This year, our priorities include the procurement of a new HR Information System, devising and implementing a staff onboarding experience to be proud of, alongside the creation of an engaging employee handbook & SharePoint site.

Your support will enable this programme of change and improvement to gain momentum, which is so vital to achieving the Party's ambitious aims.

The HR Officer is a varied and rewarding generalist role, providing the first point of contact for a wide range of HR queries; supporting the HR Manager to embed the new HR policies, which are fundamental to the delivery of a professional ethical HR service to our appreciative, hardworking staff team.

<b>Salary:</b>	£24,068 - £25,040 per annum, pro rata (points 6 - 8 on the GPEW Pay Scale)
<b>Hours:</b>	Up to 17.5 hours per week (0.5 FTE), work pattern to be agreed in consultation with successful applicant
<b>Job type:</b>	Permanent
<b>Location:</b>	Remote (occasional travel may be required)
<b>Line manager:</b>	HR Manager

### Application process:

Applications to be submitted by 11:59 on Sunday 2<sup>nd</sup> May 2021 via the Party's Applied recruitment system <https://app.beapplied.com/apply/2zmthkougf>

Interviews to be held on Monday 10<sup>th</sup> May 2021.

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

## Principal Roles and Responsibilities

1. **Recruitment & selection:** Coordinate the recruitment and selection process, answering queries from recruiting managers and applicants, enforcing the use of the *Recruitment Request* online form and *Applied* ATS.
2. **Onboarding:** Support the HR Manager and Line Managers with the delivery of a consistent and welcoming onboarding programme for new joiners.
3. **Contracts/New starter documentation:** Conduct pre-appointment checks, including Right to Work and reference checks, produce employment contracts and HR documentation for new starters.
4. **Payroll:** Save all documents relevant to payroll on the Payroll SharePoint site and update the tracker to ensure clear and timely communication of all changes to the payroll team.
5. **Absence and leave requests:** Maintain accurate records of attendance and leave using the online staff leave management system.
6. **HR information systems and personnel files:** Support the HR Manager in the implementation of new HR systems, maintaining electronic and hard copy employee files.
7. **Benefits administration:** provide administrative support on the communication of pay awards, the workplace pension scheme, Employee Assistance Programme, cycle scheme, travel loans and any other future staff benefits.
8. **Employee relations:** provide assistance to employees and managers (including minute taking), answering questions relating to HR policies and procedures – directing employees to the sources of HR information and escalating any issues/concerns to the HR Manager.
9. **Training:** Support the HR Manager in scheduling training sessions for the team as requested/required and monitoring the completion of compliance training.
10. **Staff Morale:** Support the HR Manager in boosting staff morale through organising guest speakers to join team meetings, contributing content to the HR Update emails, and by posting regularly in the staff communication channels (Microsoft Teams)
11. **Any other HR duties:** Support the HR Manager in working towards making the Green Party a great place to work.
12. **Other ad-hoc HR support:** as and when required.
13. **Provide administrative support to Governance:** as and when required.

## Person Specification

Attribute		Essential/ desirable	Where Assessed
<b>Experience</b>	Suitable experience in an HR function role (covering areas of HR including recruitment and production of new starter documentation)	Essential	Interview & Application
	Highly organised and able to manage competing priorities	Essential	Interview & Application
	Ability to build and manage relationships across the organisation	Essential	Interview
	Practised at handling sensitive and confidential materials with absolute discretion	Essential	Interview
<b>Skills/abilities</b>	Excellent verbal and written communication skills, with an ability to judge tone for different audiences	Essential	Interview & Application
	High levels of attention to detail	Essential	Application
	Proficient in the use of Microsoft Office programmes (including Word and Excel)	Essential	Interview & Application
	Ability to judge situations and escalate issues to the HR Manager as appropriate	Essential	Interview
<b>Knowledge</b>	Understanding of Green Party organisation at local, regional and national level	Desirable	Interview
	CIPD qualified or working towards	Desirable	Application
	Knowledge of UK employment legislation	Essential	Interview & Application
<b>Personal attitudes</b>	In sympathy with the aims and policies of the Green Party, and committed to the development of a more sustainable society	Essential	Interview
<b>Essential Criteria for all Party roles</b>	Eligible to work in the UK		
	Able and willing to work occasional unsocial hours and outside of normal office hours as required		
	Not a member of another UK political party		
	Committed fully to the principle of Equal Opportunities for all in line with Green Party policies		

## **General points applicable to all Green Party of England and Wales jobs:**

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. Green Party staff may be required to attend Green Party Executive (GPEx) and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
4. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the annual planning and review system, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or oral reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.
11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEx Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.