Senior HR Officer

Human Resources

A message from our CEO, Allan Myatt



Dear Applicant,

Thank you for your interest in the post of Senior HR Officer within our Human Resources team.

As an organisation, Ormiston Families has agreed that our strategy for the next 3 years is to enable children, young people and their families to feel safer, healthier and more resilient. We also recognise that we need to build the resilience of the organisation, so we are fit to meet the challenges ahead.

Over the next few months we will continue to develop the strategy identifying key objectives for the next 3 years and making necessary organisational and operational changes to enable us to deliver the strategy in the new financial year. We see the recruitment of this post as critical in helping us achieve these objectives.

I wish you the best of luck with your application.

Best regards,



Allan Myatt

Our vision

Safe, healthy, resilient families

Our mission

Enabling families in the east of England to build resilience and make choices to improve the life chances of their children

Our values

Collaborative

* Working together with families
* Building partnerships, communities and networks to support families
* Valuing each other to achieve results and improve everything we do

Compassionate

* Listening, so we can understand
* Treating people with respect
* Enabling, recognising and reinforcing achievements

Effective

* Evidencing the impact of our work with families
* Prevention and early intervention being at the heart of our work
* Building resilience to cope and recover from adversity

Ormiston Families is one of the leading charities working with children, young people and families in the East of England. We take early and preventative action to support families to be safe, healthy and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

We are looking for a new team member to join our established HR team to provide comprehensive and professional support to the organisation.

About the role

To provide a high level, professional, proficient and effective generalist HR service to all managers and employees. To advise and guide on all areas of HR issues and casework, including complex matters. To develop and improve HR processes, systems and policies & procedures, in accordance with organisational and HR strategy. To undertake ad hoc projects as required.

About you

You will be a highly motivated and passionate individual with membership to the CIPD and qualified to at least level 5. You must have experience in providing HR advice and managing TUPE transfer at a Senior HR Officer level.

This a fixed term, part time post for 14 hours per week; Starting salary £29,912 pro rata per annum

Probationary Period

The post is subject to a probationary period of six months during which your progress will be monitored in accordance with agreed objectives.

Application Process

Applicants must send in a completed online application form; you must demonstrate that you hold the personal competencies required for the role and how you meet the relevant skills, knowledge and experience.

Ormiston Families is an equal opportunities employer. We value diversity and welcome applications from all sections of the community. We ask individuals to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

Please note: Only successful applicants will be contacted by Ormiston Families.

Job Description

Job Title: Senior HR Officer  
Service: Human Resources  
Location: Central Office, Ipswich

Job purpose:

To provide a high level, professional, proficient and effective generalist HR service to all managers and employees. To advise and guide on all areas of HR issues and casework, including complex matters. To develop and improve HR processes, systems and policies & procedures, in accordance with organisational and HR strategy. To undertake ad hoc projects as required.

Main Duties and Responsibilities:

* Provide advice on range of employment related issues to employees at all levels and support managers in dealing with all employee issues.
* Respond to queries and advise managers with regards to potential performance, conduct, discipline and grievance concerns.
* Co-ordinate cases to ensure that they are dealt with as swiftly and as effectively as possible, ensuring best practice and fairness at all times. Prepare paperwork adhering to policy timescales.
* Provide support to managers with investigatory and disciplinary preparation, note taking and where relevant advising on fair and relevant sanctions in accordance with policies and procedures and best practice.
* Provide advice and support to SLT, managers and employees during times of change such as internal restructure, redundancy and TUPE processes. Ensure all advice, guidance and paperwork issued is in accordance with statutory requirements, policies and procedures and best practice. To plan and manage the consultation process ensuring the most appropriate method is used. To support managers and the employees through the consultation process.
* To keep up to date with legal developments and be fully aware of UK employment law to enable accurate and pragmatic advising to all employees.
* To adhere to and advise in accordance with the organisation’s Recruitment & Selection Policy ensuring fairness and consistency at all times. Co-ordinate, create and manage recruitment advertising for managers utilising the most cost-effective recruitment methods. If required, provide support to managers by preparing interview questions, assisting with the selection process and interviewing candidates.
* Advise managers on the management of attendance in accordance with the leave of absence policy, ensuring a consistent approach and assist with reducing levels of absenteeism. Identify where referrals to Occupational Health Assessments and GP reports are required and liaise with the manager accordingly. Undertake attendance monitoring
* To visit other services within the region as and when required.
* To work within Ormiston’s mission and values and all policies and procedures, including Safeguarding, Equality and Diversity, Participation, Quality and Health and Safety. Comply with relevant external standards and Quality Marks.
* To carry out any additional appropriate duties as instructed by the HR manager.

Person Specification

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| **Criteria** | **Essential/Desirable** | **Measured by** |
| CIPD qualified to at least level 5 | Essential | Application form/interview/task |
| Chartered member of CIPD | Desirable | Application form / evidence |
| Experience of working at a Senior HR Officer level | Essential | Application form/interview |
| Experience managing and prioritising caseloads | Essential | Application form/interview |
| Experience of providing HR advice and managing TUPE transfer, redundancy and restructure. | Essential | Application form/interview |
| Experience in the charity, voluntary or non-profit sector | Desirable | Application form/interview |
| Strong HR generalist skills with solid knowledge of UK employment law and good practice | Essential | Application form/interview |
| First class people skills and an excellent communicator both verbal and written | Essential | Application form/interview/task |
| Flexible, adaptable with a can-do attitude | Essential | Application form/interview |
| Passionate about performance excellence | Essential | Application form/interview |
| Good IT skills | Essential | Application form/interview |

Ormiston encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process. This information can be sent under separate, confidential cover to Human Resources [hr@ormistonfamilies.org.uk](mailto:hr@ormistonfamilies.org.uk). Ormiston Families guarantees that this information will only been seen by those who need to see it as part of the recruitment process.

The post will be offered subject to satisfactory qualifications, DBS if applicable, references and a satisfactory declaration of health. The post will also be offered subject to the production of relevant documents as listed in the Immigration (Restriction on Employment) Order 2004.

The successful candidate will be asked to provide evidence of identity and qualifications.

Applications will be considered and those shortlisted for interview will be informed. If you have not heard by the interview date we thank you in advance for your interest and ask you to assume that you have not been successful on this occasion.

Closing date for completed applications: 9am, Monday 23rd December 2019

Interview date for short listed candidates: TBC

**Any queries, please email: hr@ormistonfamilies.org.uk**

Reward & Recognition

Competitive salaries

Competitive salaries with annual cost of living increment where one is awarded.

Employee Training and Development

Commitment to the professional and career development of its employees.

Work Life Balance

High standards of flexible and family friendly employment policies; Ormiston Families is committed to ensuring employees maintain a good work life balance.

The Hive

Our communication and benefits hub where employees and volunteers keep up to date with all organisation news, share information and ideas and have access to a wide variety of shopping discounts.

**Employee Assistance Programme**

Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and face to face counselling (up to 6 sessions), financial and legal advice and assistance in finding information about a wide range of subjects.

Wellbeing Centre

Accessed via The Hive Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

Pension Scheme

Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

Generous annual leave entitlement

27 days annual leave plus additional leave for employees who have completed 3 years’ service. (Part time employees receive a pro rata allowance according to the number of hours they work per week).

Occupational sick pay scheme

Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

Group Life Assurance

Ormiston Families provides a death in service benefit to all permanent employees.

Cycle to work scheme

This is offered as a “salary sacrifice” which is deducted from monthly salaries.

*All benefits are discretionary, therefore Ormiston Families have the right to change or amend benefits at any given time.*

Recruitment of Ex-offenders Policy

Ormiston Families complies fully with the Disclosure and Barring Service (DBS) Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.

Ormiston Families is committed to the fair treatment of its employees, potential employees and users of its services regardless of race, colour, nationality, ethnic or national origin, gender, marital status or caring responsibility, sexual identity, age, physical, sensory or learning disability, mental health, political opinion, religion or belief, class, HIV status, employment status or part-time status, offending behaviour unrelated to the post or trade union activities.

Ormiston Families actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. Ormiston Families selects all candidates for interview based on the criteria drawn up for the position.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, Ormiston Families encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. Ormiston Families requests that this information is sent under separate, confidential, cover to Human Resources and guarantees that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Ormiston Families to ask questions about a candidate’s entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.

Ormiston Families will ensure that those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Ormiston Families will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Ormiston Families will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.

Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar any applicant from working with Ormiston. This will depend on the nature of the position and the circumstances and background of the offences.