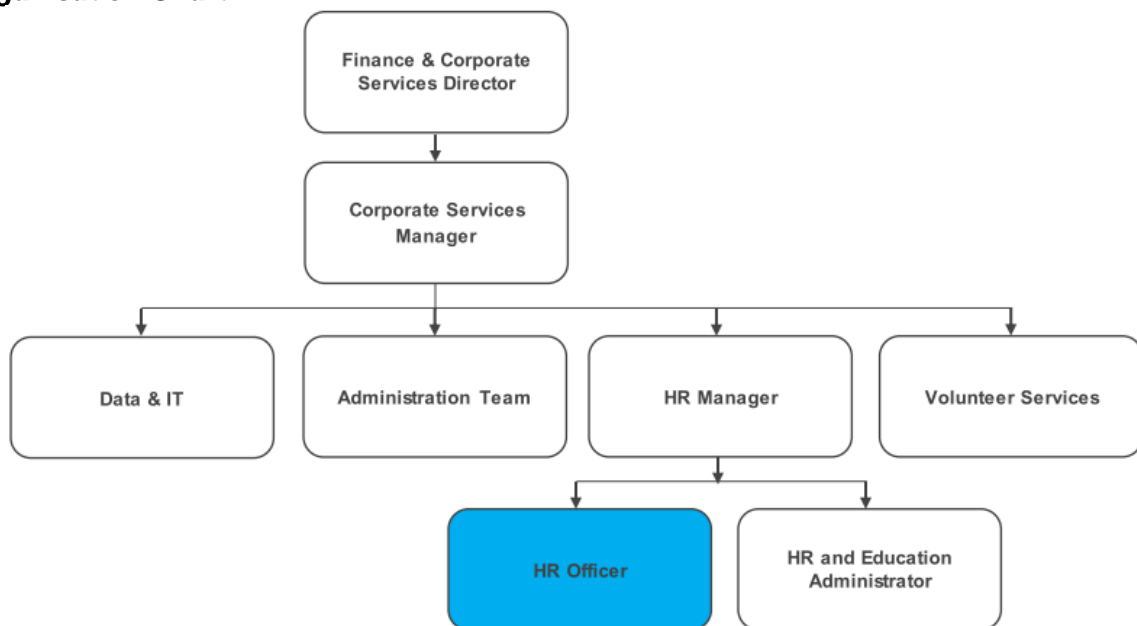


## JOB DESCRIPTION

<b>Job Title:</b>	<b>HR Officer (Fixed Term)</b>
<b>Department:</b>	Corporate Services
<b>Post Holder:</b>	tbc
<b>Grade:</b>	Admin 3
<b>Reports to:</b>	HR Manager

### Organisation Chart:



The duties and responsibilities of this post have been assessed as levels of competence required and reflect the skill and knowledge needed to satisfactorily perform the duties of the post.

<b>Job Purpose:</b>	<p>To provide a high quality, comprehensive and effective generalist operational human resources service to staff and managers of Bolton Hospice.</p> <p>To support the HR Manager in the delivery of HR objectives and provide professional advice and support to both staff and managers on employment issues.</p> <p>To ensure and maintain HR practices to manage hospice risk, maintain compliance with the appropriate legislation/standards and treat all employees fairly.</p>
<b>Key Working Relationships:</b>	<p>Chief Executive</p> <p>Finance &amp; Corporate Services Director</p> <p>Corporate Services Manager</p> <p>HR Manager</p> <p>HR and Education Administrator</p> <p>Clinical Nurse Director</p> <p>Service Leads</p> <p>Nursing and Medical Teams</p>

## ***Role Responsibilities:***

### **Compliance and HR Systems**

- Monitor compliance rates for the hospice and carry out checks as required, i.e. DBS checks, right to work, professional registration, driving licence checks etc.
- Check rotas on Staff Care regularly and support managers to identify problems and how to correct these, training and providing guidance appropriately and ensuring rotas are closed off in a timely manner.
- Support the HR Manager in uploading annual information at set intervals, including annual leave rollover/carryover and salary awards.
- Produce monthly KPI's.
- Liaise with the HR Manager and external HR support (when advised) to ensure that the hospice remains fully compliant with the relevant legislation and mitigates risk.
- Assist in the development of any new HR related policies as required.

### **Generalist HR**

- Assist and support managers through all stages of employment matters, including assisting with investigations, attending hearing, note taking, analysing complex information and advising in line with legislation and best practice.
- Be proactive in supporting managers to handle sickness absence effectively and reduce absence levels, through the application of the relevant policies and procedures.
- Liaise with Occupational Health regarding health referrals.
- Facilitate the development of HR skills in managers by providing advice and guidance on all employment issues, empowering managers to take responsibility for people management and ensuring consistency across the organisation.
- Promptly respond to internal and external enquiries, over the telephone, in person, via email or letter, escalating to the relevant manager where required.
- Support the HR and Education Administrator with recruitment and selection when required and be responsible for any HR support to managers in relation to shortlisting/interviews and job description reviews.
- Work with the team to process new starters and ensure a positive onboarding experience for new staff, including supporting with the delivery of inductions.
- Work with the HR Manager on sensitive casework, i.e. disciplinary, grievance, appeals, bullying and harassment and liaise with providers of employment law advice as appropriate.
- Undertake projects as directed by the HR Manager, this could include service improvements/development in the HR team and/or other teams.
- Conduct exit interviews with all leavers and share the feedback appropriately to identify ways of improving and developing the employment experience.
- Support the HR Manager in processing the monthly payroll.
- Ensure that personnel files and HR database records are maintained and up to date.
- Produce and present timely, accurate and relevant workforce information to managers when requested.
- Oversee the practising privileges agreement processes.
- Support the HR and Education Administrator with general administration as required.
- Develop HR practices and updating documentation including flow charts and policies.
- Monitor secondments and fixed term contracts.
- Support staff engagement activities.

### **Collaborative Working**

- Work with all managers across the organisation to ensure an effective HR service is provided in relation to employee matters.

- Identify ways to motivate and encourage the enthusiasm and commitment of hospice staff.
- Work flexibly to meet the needs of the service, including meeting staff outside normal working hours when required.

**Other**

- Undertake any other duties appropriate to your skills and ability when required, as specified by the HR Manager or Corporate Services Manager.

**General Responsibilities:**

**Health and Safety**

All employees have a duty to report and accidents, complaints, defects in equipment, near misses and untoward incidents, following hospice procedure. Ensure health and safety legislation is complied with at all times, including COSHH and Workplace Assessment.

**Confidentiality**

All information relating to patients, patients’ families, staff, volunteers, supporters and suppliers gained through your employment with Bolton Hospice is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.

**Infection Control**

Prevent spread of infection. Comply with policies and procedures for correct disposal of waste, sharps and soiled linen.

**Training**

Managers are required to take responsibility for their own and their staff’s development. All employees have a duty to attend training as required by the Hospice.

**Safeguarding Vulnerable People (Children and Adults)**

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Hospice for further advice. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

**Disclosure & Barring Service Check**

This post is subject to a Disclosure & Barring Service check.

**Valuing Equality and Diversity**

All hospice staff should carry out their duties in accordance with the values and principles of our Equality and Diversity strategy. It is the responsibility of all employees to support the hospice commitment to do all we can to ensure we do not exclude, alienate or discriminate in any way and to promote a positive attitude to equality and diversity in adherence to our Equality and Diversity policy.

Employee Name:			
Employee Signature:		Date:	
Manager Name:			
Manager Signature:		Date:	

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>HR Officer (Fixed Term)</b>
<b>Department:</b>	Corporate Services
<b>Grade:</b>	Admin 3

The person specification sets out the qualifications, experience, skills, knowledge and personal attributes which the post holder requires to perform the job to a satisfactory level.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	5 GCSE's or equivalent including Maths and English CIPD Certificate in Personnel Practice Level 3 or compensating work experience		Application Form Certification
<b>EXPERIENCE</b>	Substantial operational experience within a HR Department Experience at HR advisory level	HR-specific database management	Application Form Interview
<b>SKILLS</b>	Strong organisational skills and ability to plan workload, problem solves and achieve deadlines Ability to build positive relationships with staff and external third parties at all levels Excellent communication skills, both written and verbal Ability to deal sensitively and appropriately with staff Strong IT Skills	Presentation skills Minute taking experience Project management experience	Application Form Interview
<b>KNOWLEDGE</b>	Sound understanding of HR policies and procedures, including up to date knowledge of employment law and best practice	An understanding of a clinical/NHS environment	Application Form Interview
<b>PERSONAL ATTRIBUTES</b>	Confidentiality - able to work appropriately with confidential and sensitive information Team player and ability to work autonomously Flexible approach to work Willingness to attend training events as and when required Commitment to the vision and values of Bolton Hospice		Application Form Interview