

Role Description

Job title : HR Officer
Responsible to: General Manager

Key Communications: General Manager
 Line Managers
 Team
 Diocesan HR

Job Purpose/Summary to be responsible for the timely, accurate and efficient administration of the HR administration for Rydal Hall

HR Administration	<ul style="list-style-type: none"> • Responsible for delivering the recruitment process for all staff. Including creating and placing advertisements compiling submitted applications, coordinating interviews, sending out offer letters and completing post recruitment checks including collection of ID and right to work documentation. • Responsible for ensuring that new starters complete the induction process. • Setting up the online training portal and ensuring new starters have completely the necessary training. • In conjunction with departmental line managers ensure training records and training needs are recorded and up to date, including all statutory training and refresher training as required. • Monitor flow hospitality training for any outstanding training. • Support line managers with disciplinary processes and formal grievances, seeking advice, as appropriate from Diocesan HR. • Employee relations including supporting managers with managing absence, including sickness and annual leave. • In conjunction with departmental line managers manage the annual appraisal process. • In liaison with the accounts department support the payroll function with timely and accurate information. • Maintain holiday records. • Produce timely reports for the general manager and Diocesan HR department as required. • Attend heads of department meeting as required. • Ensure personnel records are up to date as required. • Work with the Chaplain and the GM to ensure the Rydal ethos is alive in the business.

Statutory	<ul style="list-style-type: none"> • In liaison with the line managers oversee the statutory training portal • In conjunction with the GM maintain health and safety policy • Manage communications with Diocesan HR department • Monitor accident reporting and report
Purchasing	<ul style="list-style-type: none"> • Arranging quotes and managing purchasing process for any HR and training needs.
Other Duties	<ul style="list-style-type: none"> • Any other duty as required

PERSON SPECIFICATION PART 2	
ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Technical Skills & Qualifications	
<ul style="list-style-type: none"> • Good standard of educational achievement • IT literate in Microsoft Office packages and able to use IT effectively • Good written and oral communication skills • CIPD qualification or equivalent relevant experience 	<ul style="list-style-type: none"> • Experience of using IT to improve efficiency in office processes and systems • Experience of HR systems • Experience of payroll provision • Experience of GDPR legislation
Knowledge and Experience	
	<ul style="list-style-type: none"> • Awareness of The Church of England and its structures • An understanding of the ethos of the Church of England

Job specifications	
Adaptability	<ul style="list-style-type: none"> • Flexible and adapts quickly and positively to new situations • Thinks ahead and develops contingencies • Is calm and resilient under pressure
Communication	<ul style="list-style-type: none"> • Communicates clearly and openly both verbally and in writing • Pitches information at the appropriate level • Motivates, informs and clarifies goals and expectations to all stakeholders • Attends meetings as necessary to ensure effective communication and business focus
Integrity	<ul style="list-style-type: none"> • Open and honest • Treats people fairly and appropriately

	<ul style="list-style-type: none"> • Respects confidences and is discreet in all interactions • Adheres to legal obligations
Team Work	<ul style="list-style-type: none"> • Motivates and inspires the team to perform and ensure goals are achieved. Provides direction and guidance • Supports, develops and encourages others • Thrives in a busy environment • Ability to deal with conflict
Additional Requirements	<ul style="list-style-type: none"> • Attention to detail • Accuracy

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting Company and guest's needs is required by all employees.

I confirm that I have read and agree this Job Description, explaining the main duties of my job.

Signed: _____(Employee)

Print Name: _____

(Date): _____

Signed: _____(Company)

Print Name: _____

(Date): _____