

Role Profile

Role Details

Role Title	HR Officer
Pay band	6
Business unit	People and Strategy
Reporting to	HR Manager
Date produced or updated	October 2020

Purpose of Role

To assist the HR team in the delivery of a full HR service providing timely advice, information and fit for purpose solutions.

To provide comprehensive and professional HR administration support and advice across the full employee lifecycle on all HR operational transactional processes.

Key responsibilities

Recruitment

- Liaise with line managers to plan recruitment campaigns and agree deadlines in line with best practice, Civil Service Recruitment Principles and NS&I Recruitment Policy
- Manage the administration of recruitment campaigns
- Participate on interview panels under the guidance of the HR Manager

Onboarding

- Process all pre-employment checks for new staff members and prepare and issue offer letters and contracts
- Set-up new starters on HRIS & Finance System accurately
- Induct new starters and ensure that line managers have the relevant information and paperwork to prepare for their new starter

Payroll

- Process monthly payroll changes in a timely manner and in line with payroll deadlines
- Coordinate payroll support documentation
- Liaise with external payroll provider as required
- Assist on payroll audit queries

Reporting and MI

- Collating and production of regular and ad-hoc reporting requirements

General HR Administration

- Maintain accurate computerised records (inc. HRIS) in line with GDPR guidelines
- Process a full range of transactional HR actions and associated actions including monitoring and completion of probationary periods, changes to contracts, security re-verts, end of contracts, leavers administration and sickness absence, ensuring legal compliance
- Coordinate the administration required with managing pensions for current and past employees (including ill health cases)

Advice & Delivery

- Translate and interpret NS&I policies and procedures, providing appropriate guidance and assistance when required to all levels of the business. –

- Provide assistance on Stage 1 employee relations queries and assist the senior members of the team in employee relations issues including providing note taking support at formal meetings

Ad-hoc projects

- Contribute to the research and development of policies to ensure that they reflect both best practice and current legislation and in alignment where appropriate with Civil Service frameworks.
- Undertake project work and activities within agreed timescales and budgets as required

Relationships

Internal	External
HR Team All NS&I Directorates	CGI (Payroll Provider) MyCSP (Pensions administrator) Recruitment agencies

Person specification

Essential qualifications

- Educated to GCSE (grade A-C) level English and Maths, or equivalent

Essential experience and skills

- Previous experience of working within a busy HR function
- Experience of dealing with a high level of administration/coordination
- Experience of payroll administration and dealing with queries
- Excellent experience of working with a range of IT systems and applications including Word, Excel, HR Information System and finance system
- Excellent interpersonal skills with the ability to build relationships at all levels
- Excellent written and verbal communication skills
- Excellent planning and organising skills with the ability to manage own workload
- Ability to work under pressure and to tight deadlines.
- The ability to handle confidential material appropriately, together with an awareness of data protection and information security guidelines
- Ability to translate and interpret policies and procedures, providing appropriate guidance and assistance when required
- Ability to work as part of a team and on own initiative
- Attention to detail and accuracy

Desirable knowledge, experience and skills

- Graduate CIPD qualified or working towards this qualification or equivalent experience
- Experience of working in the public sector and or financial institutions
- Experience/knowledge of SAP Success Factors