



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b> Personnel Officer	<b>REPORTS TO:</b> Personnel Manager
<b>DEPARTMENT:</b> Personnel & Training	<b>RATE OF PAY:</b> £28,226 to £31,895 per annum pro rata
<b>DATE:</b> August 2022	<b>REVIEW DATE:</b> August 2023
<b>ROLE PURPOSE:</b> The Personnel Officer will make a significant contribution to the development of the Association by providing a professional and comprehensive Personnel and training service to staff and management. He/she will provide advice and information to staff and line management in all matters of legislation and in house policy relating to the Personnel and Training function	
<b>Key Area</b>	<b>Key Activities</b>
<b><u>Recruitment &amp; Selection</u></b>	<ul style="list-style-type: none"> <li>To assess staffing needs in conjunction with departmental and line managers and develop appropriate recruitment strategies in accordance with legislative requirements and association procedures.</li> <li>Assist in the development of recruitment and retention strategies linked to minimising labour turnover.</li> <li>To conduct all recruitment and selection in accordance with the Associations policies and procedures.</li> <li>To ensure the development and provision of an effective and fair recruitment and selection service that adheres to the Associations' Equal Opportunity policies and procedures.</li> <li>To assist in the review and forward planning of staffing requirements in accordance with current and future vacancies.</li> <li>Positively promote the image of the organisation through outreach recruitment programmes within the community.</li> </ul>
<b><u>Training &amp; Development</u></b>	<ul style="list-style-type: none"> <li>To contribute to the planning and development of management and training initiatives throughout the Association</li> <li>To identify, design, deliver and evaluate appropriate training events and activities.</li> <li>Provide advice and support to management in the identification of training and development needs of staff.</li> <li>To assist line managers to link identified needs to available resources and devise appropriate strategies to meet these needs.</li> <li>To deliver induction training to all staff on the relevant personnel policies and procedures</li> </ul>
<b><u>Performance Management</u></b>	<ul style="list-style-type: none"> <li>Provide advice and information to staff and line managers regarding the Association's Performance Management System.</li> <li>To conduct the training and development of all staff with regards to the Association's Performance Management System and system of Supervision.</li> <li>Co-ordinate and ensure that staff performance management reviews are undertaken, where necessary, and appropriate records are maintained</li> </ul>
<b><u>Occupational Health / Absence Management</u></b>	<ul style="list-style-type: none"> <li>To be responsible for the effective operation of the Association's absence management strategy, liaising with line managers, staff and the Occupational Health Consultancy and GPs.</li> <li>Provide guidance, advice and support to all staff and managers on the operation of the absence management policy and employee well-being issues.</li> <li>To maintain and monitor personnel records in relation to occupational health /absence management.</li> <li>To ensure that sickness/absence levels are monitored and managed, in conjunction with line managers, to remain within organisational</li> </ul>

	targets.
<b><u>Health, Safety &amp; Well Being</u></b>	<ul style="list-style-type: none"> <li>To assist in ensuring that the Association complies with all current health &amp; safety legislation.</li> <li>To assist in the implementation of a comprehensive system of risk assessment throughout the Association.</li> </ul>
<b><u>Employee Relations</u></b>	<ul style="list-style-type: none"> <li>To ensure that the organisation complies with all employment legislation and best practice to maintain effective employment and working relationships.</li> <li>To maintain a good working relationship with trade unions and employee representatives.</li> <li>Ensure the provision of an effective and consistent employee relations advice and support service to managers and staff on a range of employee issues and promote effective consultation and communication across the organisation.</li> <li>To undertake investigations into employee relations issues such as, harassment, bullying, grievance and performance management and to implement appropriate corrective actions.</li> <li>To conduct investigations and disciplinary hearings under the association's disciplinary policy.</li> <li>To ensure effective and constructive employee relations are maintained within the organisation. To assist with maintaining a climate of employee relations that develops feelings of mutuality, encourages co-operation and minimises the causes and effects of conflict.</li> </ul>
<b><u>Policies and Procedures</u></b>	<ul style="list-style-type: none"> <li>To develop new policies and procedures under the guidance of the Director and review current policies and procedures.</li> <li>To ensure that all policies and procedures are implemented consistently and adhered to through regular audits.</li> </ul>
<b><u>Equality</u></b>	<ul style="list-style-type: none"> <li>To actively promote the Association's aim of a representative workforce through equal opportunities practices (identifying areas where initiatives could be introduced to optimise diversity).</li> <li>Ensure the appropriate returns are submitted by the required deadlines to the Equality Commission</li> <li>To actively promote the Association's aim of a representative workforce through equal opportunities practices (identifying areas where initiatives could be introduced to optimise diversity).</li> </ul>
<b><u>Staff Management</u></b>	<ul style="list-style-type: none"> <li>To undertake the line management of reception staff (as and when required)</li> </ul>
<b><u>General</u></b>	<ul style="list-style-type: none"> <li>To monitor and effectively manage staffing costs against budget within allocated patch.</li> <li>To ensure that managerial systems, procedures and associated controls are properly implemented and reviewed on the schemes.</li> <li>To maintain a computerised personnel and training database.</li> <li>Ensure compliance with the GDPR, Data Protection Policy and Procedure</li> <li>To liaise with outside agencies such as the Labour Relations Agency, Equality Commission, Environmental Health Office, Health &amp; Safety Inspectorate, Regulation and Quality Improvement Authority, Department for Communities and Health &amp; Social Care Trusts, when required.</li> </ul>
<b><u>Miscellaneous</u></b>	<p>Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work</p> <p>No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.</p>