People officer (HR)

Job Description and Responsibilities

Reports to: Head of HR
Direct Reports: None
Location of Role: Home based (frequent travel across to Guildford Head Office)
Contract: 12-month contract
Hours: Full Time, 37.5 hours

Purpose of Role

The People officer will be the initial point of contact for HR related queries in line with the employee life cycle. The role holder will undertake specific role-based projects and initiatives to improve the delivery of HR services in line with the People and Engagement strategy.

Specific Duties

1. To provide HR support throughout the employee lifecycle including, onboarding, recruitment, learning and development, wellbeing, performance and absence management.

2. To take lead on the recruitment and selection process, working alongside managers to ensure inclusive recruitment methods are used

3. To contribute towards improving existing procedures where necessary and to ensure these processes remain user friendly and efficient. Ensuring all paperwork and data is accurate and effectively stored in line with data protection and for clear access.

4. To produce reports and management information that can be used for strategic consideration with analysis and recommendations as appropriate.

5. To work with the Head of HR to advise managers in the role as line manager and as they carry out people management responsibilities.

6. Support the Head of HR with the implementation of a new training plan and performance management cycle for Cycling UK

7. To be active in supporting the development and maintenance of a culture that promotes equality and values diversity, through implementation of appropriate systems and communication with staff
8. Support the Head of HR with ongoing work related to staff engagement projects

9. To manage the new starters and leavers processes for all staff dealing with queries as required. This includes all permanent and service level agreements.

10. Review sickness absence and undertake relevant interventions, including referrals to Occupational Health and advice to managers on phased return

11. Working in partnership with line managers to support the implementation of HR policies procedures and guides

12. To provide a monthly report for payroll including salary adjustments

13. Contribute proactively to team meetings and strategic plans, to maintain and develop the charity’s income development activities.

14. Develop and maintain a good knowledge of Cycling UK’s charitable activities

15. Support and contribute to organisation wide initiatives to facilitate cross team working;

This is a description of the job as it is presently constituted. It is the practice of Cycling UK to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is our aim to reach agreement on changes, but if agreement is not possible, Cycling UK reserves the right to insist on changes to your job description, after consultation with you.
Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

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| Qualifications | None required | Evidence of continuous professional development  
Have a Chartered Institute of Personnel Development (CIPD) qualification |
| Experience/Knowledge | Proven experience in a HR Officer or HR Assistant role  
Experience of working across the full employee lifecycle and good understanding of HR best practices. | Experience of working in a public or voluntary sector  
Experience of using a HR information system |
| Skills | Evidence of dealing with high volume, deadline driven requests in a calm, diplomatic and persuasive manner.  
The ability to deal with sensitive matters in a mature, confidential and professional manner  
Excellent communication skills: verbal, written and in presentations  
Ability to work without close supervision yet able to judge when advice and support is required  
Work effectively with colleagues to achieve the aims and objectives of the charity |
| Personal | Maintain discretion and confidentiality, use sound judgement and operate independently as required.  
Professionally and positively represent the organisation at all times.  
Take reasonable care of their own health and safety and for that of others who might be affected by their work  
Highly motivated, positive and solution focused  
Proactive and flexible approach to tasks  
Excellent spoken and written communication skills |
|-----------|---------------------------------------------------------------------------------------------|
| Other     | Commitment to equality and diversity and its active promotion  
Ability to demonstrate and apply the Cycling UK values | Good understanding of the benefits of cycling for everyday journeys, leisure and adventure. |

Job Holder: ...............................................................  
Date: ..............................................