



1. JOB DESCRIPTION

IDENTIFICATION OF JOB

- Job Title** : • **Senior HR Officer**
- Group/Team** : • Operations/Business Support and Development
- Working Base** : • The Old Ragged School
- Responsible to** : • Operations Manager
- Responsible for** : • HR and Governance Officer
- Overall Purpose of Job** : • To develop, manage and oversee implementation of the Human Resource functions for Staff and Volunteers of Nottinghamshire Wildlife Trust and its subsidiaries, managing the HR life cycle ensuring integration of best practice HR policies, procedures and guidance.
- Main Responsibilities** : • To maintain an awareness and knowledge of contemporary HR theory and methods and use this knowledge to administer and develop HR policies, procedures and programmes.
- To ensure the fair and consistent application of Human Resources processes, in accordance with the Trust's policy and compliance with relevant legislation.
 - To support employee safety, welfare, wellbeing and health and to provide accurate and appropriate advice and information to staff.
 - To oversee Trust recruitment processes, practice and management.

2. JOB SPECIFICATION

- Line Management and Supervision** : • Provides line management to the HR & Governance Administration Officer
- Responsibility, Budgets and Other Resources** : • Maintain effective, accurate personnel records across the group of companies and ensure compliance with legislation and employment law.
- Prepare payroll information in conjunction with the Senior Finance Officer, ensuring employee remuneration and benefits are accurate.



- Ensure recruitment procedures are adhered to across the group, including compliance with UK employment law and the disclosure system.
- Work Complexity** :
- Support and advise the CEO and Senior Leadership Team through organisational and cultural development, evolving a set of values for The Trust and its subsidiaries (the Group)
 - Use specialist skills and experience alongside other colleagues to ensure the integrated delivery of the Trust's strategic objectives and priorities.
 - Responsible for the development of policies and procedures relating to HR, including maintaining the 'Staff Handbook', Performance Management, Personal Development and Job Evaluation processes, ensuring changes are communicated and there is fair and consistent application across the group.
- Decision Making, Creativity and Innovation** :
- Advise and support the planning and implementation of structural change
 - Promote a culture of learning and personal development by researching and supporting learning and development programmes where appropriate.
 - Ensure continuous development of skills and knowledge required for the post, undergoing training and performance review as required by the Trust.
- People, Contacts and Representation** :
- Provide support and advice to employees on HR matters and work with the CEO and Senior Leadership Team to implement initiatives, guidelines and processes which support our strategy and values and helps our people to feel inspired and empowered.
 - Act as an ambassador for the Trust, promoting the Trust at all times.
 - To develop and maintain contacts with colleagues in other Wildlife Trusts and the Royal Society of Wildlife Trusts to ensure continuous HR improvement and following of best practice across the Wildlife Trust movement.
- Working Conditions** :
- Full Time
 - Permanent
 - This role is based at the Trust offices on Brook Street in Sneinton Market but there will be a need for regular travel across the County.
 - Occasional evening and weekend working may be required.



3. PERSON SPECIFICATION

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| Job Title | : Senior HR Officer |
| Team | : Business Support & Development/Operations |

- Experience** :
- Relevant Qualification: CIPD or HR Management or equivalent (E)
 - Experience of working in a HR role (E)
 - The development and implementation of administrative systems (E)
 - Human Resource Information Systems (D)
 - Experience of working in a charity (D)
- Competence, Knowledge & Skills** :
- Good knowledge of administrative systems and procedures (E)
 - Relevant knowledge of employment law and human resources issues (E)
 - Familiarity with the key legislation related to charities and companies (D)
 - Working knowledge of Health and Safety law and practice (D)
 - IT systems and applications including word processing, spreadsheets, databases etc (E)
 - Excellent inter-personal and written and oral communication skills (E)
 - Ability to relate to and liaise effectively at all levels (E)
 - Analytical and Negotiation skills (E)
 - Highly efficient administration and organisation skills, including ability to prioritise workloads and meet tight deadlines (E)
 - Able to manage and motivate staff (E)
- Personal Qualities** :
- Strong team working ethic
 - Confident decision maker
 - Personable
 - Good motivator
 - Integrity