



**JOB DESCRIPTION**

**HR Officer**

**Responsible to:** Finance & Support Services Manager

**Purpose of post:** To develop and co-ordinate Human Resource functions for Leicestershire and Rutland Wildlife Trust (LRWT) and its subsidiary, ensuring adherence to all legal requirements and implementation of good practice.

**Hours of work:** Full time - 35 hours per week

**Salary grade:** Circa £27,000 per annum

**Main responsibilities of the post:**

- Co-ordinating Human Resources processes including maintaining staff personnel, holiday and sickness records.
- Co-ordinating recruitment of new staff, administering their employment and contracts of employment, finally co-ordinating induction programmes.
- Administering changes to current staff terms of employment and ensuring new contracts are raised as required.
- Assisting the Volunteer Co-ordinator to maintain current and correct records for volunteers, ensuring accurate information and to ensure H&S is addressed.
- Maintaining DBS records and co-ordinating DBS Disclosure checks
- Co-ordinating annual staff appraisals.
- Advising and supporting senior staff in respect of welfare issues, ill health and attendance, capability, grievance, disciplinary procedures and ensure legal compliance, fairness, consistency and good practice in all personnel matters and procedures.
- Preparing monthly salary schedule and liaise with payroll bureau in respect of salary processing and payment plus other payroll administration.
- Process and administer annual pay increases, review pay grades and monitor benchmarking throughout the Trusts.
- Maintaining up to date knowledge of HR theory and practice and ensure LRWT's guidelines, policies and procedures fulfil all legal requirements and represent good practice.
- To provide advice to Senior Managers on priorities for reviews of HR policies and procedures, and to manage projects to implement changes.
- Supporting employee safety, welfare, health and well-being, visiting both of our Rutland sites on a regular basis. Set up and run a listening group.
- Ensure training records are maintained and ensure everyone keeps them up to date.

- Helping the Finance Department with accurate reporting for audit
- Any other duties reasonably required.

## PERSON SPECIFICATION

### Skills

- Excellent verbal and written communication skills
- Thorough knowledge of Microsoft Office Suite and SharePoint
- Excellent IT skills and an understanding of HR systems (Breathe)
- Highly organised, self-starter
- Excellent attention to detail and accuracy
- Good level of numeracy
- Experience in payroll processing
- Good negotiation skills
- Driving licence and access to your own vehicle

### Experience:

- Previous experience in a similar role or a graduate in Human Resource Management
- Ability to work under pressure and meet tight deadlines
- Experience initiating and delivering solutions to improve efficiencies
- Experience of delivering novel projects / pieces of work

### Attributes

- Able to work under own initiative
- Strong interpersonal skills, having an approachable nature.
- Honest and reliable handling confidential data
- Desire to learn

### How to apply:

Complete our application form

You should give the names, positions, organisations and telephone numbers of two referees, relevant to this role. Reference will only be taken once your express permissions has been granted.

## KEY TERMS AND CONDITIONS OF EMPLOYMENT:

<b>Employer:</b>	Leicestershire and Rutland Wildlife Trust
<b>Place of work:</b>	The Trust's central office, currently at The Old Mill, 9 Soar Lane, Leicester LE3 5DE
<b>Salary:</b>	Officer scale: £27,130 circa per annum
<b>Employment term:</b>	Permanent contract, following a probationary period
<b>Probation period:</b>	6 months
<b>Hours of work:</b>	35 hours per week. Payment for overtime worked in excess of the standard working week is not available, but time off in lieu may be taken by prior arrangement with line managers.

<b>Leave:</b>	Annual leave entitlement is 25 days per year for full time employees plus statutory public holidays
<b>Pension:</b>	The Trust operates an Automatic Enrolment Pension Scheme and pays an employer contribution of up to 7% of gross salary contingent on a 50% matching contribution from the employee
<b>Death in Service:</b>	Death in service cover is provided at three times annual salary
<b>Training:</b>	A training budget is allocated to this post and on-the-job training will also be given.
<b>Equal opportunities:</b>	The Trust's Equality and Diversity Policy is available on request. The requirements for outdoor work in areas with access difficulties should be borne in mind by applicants.
<b>Environmental policy:</b>	The post holder will be expected to carry out their job responsibilities in an environmentally aware manner, ensuring as little damage to the environment as possible. LRWT aim to ensure all resources are utilised effectively and efficiently. The post holder will be expected to apply 'sound value for money' principles in undertaking purchasing or supply of goods and services.

#### **Recruitment Timetable:**

Deadline for applications is 9am 7<sup>th</sup> March 2025

Date of Interviews – Week commencing 17<sup>th</sup> March 2025