



## **UNISON**

### **JOB DESCRIPTION**

#### **HUMAN RESOURCE OFFICER**

**REF: ORD/72B**

Grade:	4
Hours:	15
Location:	UNISON National Centre
Reports to:	Head of Human Resources

#### **JOB SUMMARY**

Providing professional human resource and employee relations advice and support to UNISON Managers, the role of Human Resource Officer is integral in progressing UNISON's people management and workforce planning objectives.

#### **Key Responsibilities**

##### **HR Operations**

- Support Line Managers with compensation and benefits programmes advice; absence management; pension, recruitment, staff movements, new starters on-boarding set up and leavers.
- Advise Line Managers on absence management cases, including supporting them by organising Occupational Health reviews and working with the H&S Officer advising on reasonable adjustments as required.
- To take an advisory and interventionist role in the management of UNISON's staffing establishment and the deployment of temporary and agency staff. Providing relevant reports and analysis as required.
- Support managers through the recruitment process and provide specialist advice as required.

## **Employee Relations**

- Support managers in addressing performance, harassment, grievance and disciplinary matters effectively through providing clear HR and case management advice in line with employment law.
- Advise managers in achieving organisational change including direct support on reorganisations.
- Provide advice to management teams and line managers on all staff terms and conditions matters.
- Take a lead role in the maintenance of UNISON's agreed Pay and Grading system ensuring managers follow the agreed processes on Pay and Grading.

## **Policy and Project Work**

- Take a key role in HR & Staff Development projects as required by the Director of HR & Staff Development and Head of Human Resources

## **Resource Management**

- Matrix management responsibility for the relevant Human Resource Administrators, giving advice on professional matters and managing priorities and workloads.
- Part of the HR team that manages externally provided contracts covering Recruitment advertising, Occupational Health and Employee Assistance programmes.
- Undertake other duties as required by the grade definition or job profile of this post.

## Human Resource Officer Person Specification and Selection Criteria

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

### Assessment code

**A – Application form**

**PI – Panel interview**

<b>Heading</b>	<b>Selection Criteria</b>	<b>Assessment</b>
<b>1. Thinking</b>	1.1 Ability to problem solve with a proactive approach to finding solutions.	<b>A &amp; PI</b>
<b>2. Interpersonal &amp; Communication</b>	2.1 Ability to produce clear written reports utilising data and information as necessary.	<b>A &amp; PI</b>
	2.2 Ability to communicate and advise effectively with managers and employees at all levels	<b>A &amp; PI</b>
	2.3 Good presentation skills	<b>A &amp; PI</b>
	2.4 Ability to formulate clear solutions to issues and to successfully negotiate with managers on their application.	<b>A &amp; PI</b>
	2.5 ICT Skills	<b>A &amp; PI</b>
<b>3. Initiative &amp; Independence</b>	3.1 Ability to work successfully and achieve results with minimal supervision.	<b>A &amp; PI</b>
<b>4. Resource Management</b>	4.1 Ability to supervise and manage staff with an agreed performance framework	<b>A &amp; PI</b>
	4.2 Ability to monitor staffing establishments and budgets	<b>A &amp; PI</b>
	4.3 Ability to produce Human Resource statistics and to utilise them to advise managers on employee relations issues.	<b>A &amp; PI</b>
		<b>A</b>

	4.4 Ability to support the development of HR systems	
<b>5. Physical Skills</b> (with reasonable adjustments where required)	5.1 Keyboard skills	<b>A &amp; PI</b>
	5.2 Lifting light equipment	<b>A</b>
	5.3 Ability to travel	<b>A &amp; PI</b>
<b>6. Specialist Knowledge</b>	6.1 CIPD qualified	<b>A</b>
	6.2 5 years broad based HR experience which must include some recruitment and selection as well as industrial & employee relations.	<b>A&amp; PI</b>
	6.3 Experience of sickness absence management and occupational health best practice	<b>A&amp; PI</b>
	6.4 Experience of operating in an environment where there is an active trade union involvement. This includes the ability to engage with trade union representatives and negotiate and consult on day to day issues.	<b>A&amp; PI</b>
	6.5 Able to demonstrate a commitment to equal opportunities	<b>A&amp; PI</b>
	6.6 Knowledge of current employment law with the ability to apply it giving appropriate advice to managers	<b>A&amp; PI</b>
	6.7 Ability to manage a case load of employee relations matters.	<b>A&amp; PI</b>
	6.8 Understanding of the need to act corporately to the benefit of the organisation and the ability to work within a corporate framework.	<b>A&amp; PI</b>
	6.9 Ability to use ICT packages including Microsoft Office 365.	<b>A</b>