

HR Officer – Job Description

Role information

Department: Human Resources and Facilities

Job Title: HR Officer

Grade: E

Responsible to: Head of Group Human Resources and Facilities

Date: September 2026

Purpose of the job:

Work closely with the Head of Group HR & Facilities and HR team in providing an efficient and effective HR function. Provide day to day HR generalist support to Family Fund Group, all in compliance with statutory obligations and best practice.

Duties and responsibilities

Role Specific

- Efficiently produce and promptly distribute correctly detailed HR correspondence and documentation as required.
- Assist with developing and maintaining effective employment policies and ensure they are regularly reviewed and updated.
- Provide confidential advice and assistance to Group employees, including their entitlements under Family Fund Group policies and statutory entitlements.
- Assist and advise line managers in dealing with conduct, performance, sick absence and grievance issues, as appropriate.

- Keep up to date on all changes and developments in employment law and the implications of employment case law.

Resourcing

- Assist in producing, revising and evaluating job descriptions and person specifications, offering advice and practical support to line Managers.
- Assist in the production of job advert copy and the advertising of vacant posts.
- As required, organise interviews, including sending invitations and information, formulating interview questions and providing relevant forms; be a part of the recruitment panel when required.
- Develop HR induction plans for all new employees and assist Managers in ensuring that all new employees have a departmental induction and probationary review. Provide HR inductions to new employees, as required.

Development/Performance Management

- Assist with collating information on training needs as identified on employee PDRs.
- Assist in co-ordinating and administering training and development activities across the organisation, liaising with external training providers as required.
- Lead on the configuration of the e-learning platform.
- Ensure the annual mandatory training is issued to staff as per the agreed timetable.

Occupational Health

- Assist on developing health, safety and welfare policies, ensuring best practice on implementation.
- Advise managers and make appropriate referrals to the external Occupational Health provider.
- Lead on assisting employees to make Access to Work applications, putting in place any recommendations from assessments, liaising with the HR & Facilities Manager to ensure necessary budgets are in place.

Employee Relations

- Keep up to date on all aspects of employment law in order to assist in ensuring that terms and conditions are up to date.

- Contribute to employee relations by assisting, when requested, in maintaining effective consultation with staff representatives.
- Promote equal opportunities and ensure that equal opportunities underpin all HR policies and activities.

HR Systems

- Maintain up to date, confidential personnel files.
- HR Manager – keep electronic records up to date.
- Time Management System – maintain and adjust records to ensure staff flexi balances are correct.
- Provide training and support to Managers and Staff on the Time Management System web portal.
- Produce ad hoc reports as required.

General

- Assist in the preparation of reports and statistics when required.
- Attend meetings and training sessions as required.
- Participate in cross-functional projects as appropriate.
- Carry out other appropriate duties as may be required.

Person specification

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Experience

Essential

- Working in a generalist HR environment.
- Providing proactive support and advice to managers.
- Administration of HR databases and e-learning platforms.
- Varied and demanding workload.
- Understanding and practical knowledge of employment law and employer best practice.

Skills, knowledge, and abilities

Essential

- Fully competent in Microsoft Office, particularly Word and Excel.
- Critical reasoning, logical problem solving and analytical skills.
- Excellent communication and influencing skills.
- Strong interpersonal and relationship management skills.
- Excellent document presentation skills.
- Ability to use initiative.
- Ability to cope with a varied and demanding workload.
- Ability to work independently and within a team.
- Ability to handle pressure and work to deadlines.
- Excellent planning and organisational skills.

- Organised and methodical approach to administration and record keeping.

Education/training

Essential

- General education to A level standard or equivalent.
- CIPD qualified.

Personal attributes

Essential

- Highly motivated with a genuine interest in HR.
- Positive and innovative thinker who delivers practical solutions.
- Committed to continuous improvement.
- Open and participative style of working.
- Flexible and adaptable to work demands and changes.
- Commitment to Family Fund's values.
- Commitment to equality, diversity, inclusion and fairness for all.
- Commitment to safeguarding.