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| <p>SUMMARY OF MAIN DUTIES</p> | <p>HR Officer Band C/D</p> |  |
| <p>RESPONSIBLE TO: HR Manager/Senior HR Officer</p> | | |
| <p>RESPONSIBLE FOR: N/A</p> | | |
| <p>SPECIFIC CONDITIONS OF SERVICE</p> <p>The generic nature of the role of HR Officer means that it may be necessary to undertake the role in other areas across HRM function as the requirements of the service dictate. Any such request will be reasonable, taking into consideration your circumstances, be in a post appropriate to your skills and abilities or deemed as a developmental opportunity to enhance the skills of both the individual and the function.</p> <p>On achieving Graduate CIPD the grade will move to Band D.</p> | | |
| <p>SUMMARY OF MAIN DUTIES</p> | | |
| <p>Delivers a flexible, customer focussed and professional first line response in providing advice and guidance on all enquiries via face to face contact, telephone and/or email and takes ownership of achieving a satisfactory resolution and escalating where appropriate</p> <p>Undertakes a broad range of HR related projects as directed by senior staff. Researches, analyses and presenting findings, formulating recommendations where appropriate and ensures the implementation is undertaken in accordance with agreed parameters</p> <p>Undertakes research such as benchmarking and fact finding in support of process improvement and service development and in accordance with best practice and force objectives</p> <p>Assists line manager in the implementation of changes, working closely with customers and colleagues, promoting a customer focus and 'can do' culture within the area of work</p> <p>Assists with the management, co-ordination and implementation of all HR Policies and ensures that staff across the force are aware and conform to such policies</p> <p>Undertakes the production, compilation and distribution of a range of personnel performance and management information for a variety of internal and external sources</p> | | |