



British Ecological Society – Role specification

Job title:	HR Officer – People & Operations
Reports to:	Head of People & Operations
Purpose of job:	To provide HR and Operations support to the Society and support the Head of People & Operations in delivering the HR, well-being and operational strategies.

KEY RESPONSIBILITIES

Human Resources

- Act as first point of contact on general HR queries for the staff team
- Work with the Head of People and Operations to maintain the training programme for the society, administer the iHasco training system and ensure staff fulfil necessary training
- Represent the People Team in the Comms Champions Group
- Work with the Head of People and Operations to review the Staff Packs annually and make changes as necessary
- Research and deliver the staff well-being and social events, with support from the Office & Finance Assistant
- Administer the HR system PeopleHR, ensuring that staff are onboarded and offboarded in the system, leave is kept up to date, and necessary documents uploaded.
- Work with the Head of People and Operations to support in recruitment of staff, endeavoring to reach diverse candidate audiences, administering the ATS, arranging interviews and ensuring a good candidate experience.
- Oversee the hr@ and recruitment@ inboxes
- Collate monthly Payroll for approval and conduct payroll report checks from payroll contractor
- Induct and onboard new staff in the office and remotely
- Ensure that staff have adequate support in reasonable adjustments, and any necessary DSE equipment
- Look to where the People team may further develop and improve its processes and support for the staff team and Society, either to improve their own capabilities or those of other staff.

Operations

- Act as first point of contact for the staff team on operational issues
- Liaise with the facilities management, cleaning and IT contractors on issues and maintain agreed levels of service



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- Support Head of People & Operations to ensure value for money on all facilities management, cleaning and services contracts
- Ensure the facilities management contractors maintain accurate compliance records and provide necessary tests and compliance documentation
- Ensure all staff have the necessary hardware and software and systems are kept up to date
- Support Head of People and Operations in managing security for the building and be an out of hours key holder
- Support Head of People and Operations in ensuring Health & Safety and other operational policies are in place and communicated to staff
- Conduct monthly Health and Safety inspections

PERSON SPECIFICATION

Essential

- 2-3 years' experience in a professional HR role
- Experience providing generalist HR support, with knowledge of recruitment, employee relations, HR admin, training and HR policies
- Good interpersonal skills
- Confident IT skills, with experience using Microsoft Office and a database or People Management software
- Highly organised and comfortable keeping track of, and prioritising many varied tasks

Desirable

- CIPD qualification
- Experience providing business support, such as office administration, IT or operations
- Experience working in a small team or a charity
- Interest in ecology or the environment

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Operational
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Operational
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
Resource Planning and Management Planning, using, and managing BES resources effectively	Managerial
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Operational
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Operational
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.