

HR & EA JOB DESCRIPTION

JOB DESCRIPTION

Post:	HR & Executive Assistant
Responsible to:	CEO
Line Management of:	0
Hours:	18 hours per week
Remuneration	FTE £35,103 per annum (£18,053 pro-rata)
Location:	East Oxford
Holiday:	25 days plus bank holidays plus 3 days for Christmas Close
<p>Refugee Resource provides psychological, social and practical support for refugees, asylum seekers and vulnerable migrants to help them heal from trauma and suffering and to build new lives as part of Oxfordshire's diverse community.</p>	
Mission & Values	<p>Our Mission To build meaningful lives as part of the wider community for refugees, asylum seekers and vulnerable migrants.</p> <p>Our Aim To relieve distress, improve well-being and facilitate the integration of refugees, asylum seekers and vulnerable migrants in Oxfordshire by providing psychological, social and practical support.</p>
<p>Enhanced DBS check is required for this role</p>	
<p>Purpose of Post</p> <p>To be an effective lead on HR related matters, supporting the CEO and Management team, ensuring it is well-positioned to achieve its vision, current and future business operational plans and performance targets.</p> <p>This is a key role instrumental in bringing the HR and Business administration functions together at an operational level. The core purpose of the role will be to support and manage all People and Management related administration matters across the organisation.</p> <p>To take the lead for data protection and champion compliance across the organisation.</p>	
<p>Key Responsibilities</p>	
<p>1. Client Focus</p> <ul style="list-style-type: none"> • Work closely with the Management Team and colleagues to provide appropriate responses to meet current and future client requirements; ensuring we are well-positioned to respond to meet changing demands. • As part of our ethos of continuous improvement to work collaboratively across teams, learn from our successes and improve services where we have not met expectations as we would have hoped. <p>2. Management</p> <ul style="list-style-type: none"> • To be a positive, professional and effective role model for the organisation, supporting the management team in recruiting, inspiring, motivating, retaining and coaching team members. • Support the management team to ensure that the team has the appropriate knowledge, skills, experience, training and support in place to ensure that we can achieve our agreed plans, targets and objectives. • Supporting the Management Team to be accountable for the performance through effective management of staff development including induction, training, regular team meetings, regular 1:1s, appraisals and performance management. • To set high standards and role model our values. <p>3. HR</p>	

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- To manage the HR processes and administration, and support the CEO in implementing the Organisation Development Strategy across the organisation.
- To ensure the organisation at all times complies with all relevant legislation.
- To provide managers with up-to-date advice and information on employee relations, disciplinary and grievance procedures and other ER issues that may arise, including facilitating the arrangement for hearings and appeals proceedings.
- To oversee the monthly generation of the payroll and related employee benefits information.
- Support the CEO in budget setting and monitoring spending for the HR and business including recruitments and training budgets.
- Develop and implement HR and business operations policies and procedures.
- Manage the full employee life cycle including recruitment & selection, onboarding process performance management and exit interviews.
- To oversee the administration of employee records including checking of employee work references and liaison with the Disclosure and Barring Service where sensitivity checks are required for employees working with vulnerable people. Ensuring that employee records are comprehensive, accurate and up to date and managed within the requirements of GDPR and the Data Protection Act.
- Ownership, development of an HR system with a view to improving efficiency in recording and accessing employee data and maximising the use of data to monitor employee sickness, absence management, and training outcomes including related reports for the Management Team.
- Collating HR and business planning metrics, reports and analysis to Management and Board.
- Provide input on strategic employee issues and take ownership of HR projects such as employee surveys and employee forums.
- Ensure that all activities are properly conducted and updated in accordance with relevant legal requirements, and professional best practices.
- To provide HR and Executive support and have a presence in the office.

4. Administration

- Assisting the CEO, where necessary
- Provide confidential support to the Chief Executive with both professional and personal matters.
- Provide effective administration support and undertake projects to support the Chief Executive and Management Team, developing, reviewing and maintaining effective record-keeping systems and procedures.
- Plan, organise and support the Chief Executive's meetings, seminars and conferences and Management Team.
- Prepare and issue minutes of meetings and assist with follow up actions and meeting outcomes.
- Ensure necessary papers and documents are available for the arranged visit/meetings.
- Provide cover for other staff and teams as required during staff absences or significant increase in workload.

What we will do to support this role

We will provide the following resources to assist in the successful achievement of the responsibilities outlined above:

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- On-going and targeted learning and development that will support and enable you to deliver the role to a high standard
- A full induction

Review Arrangements

This job description reflects the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Where required, Refugee Resource reserves the right to amend this job description as necessary, to reflect any changes to the job.

Refugee Resource is an equal opportunities employer and is committed to promoting equality and social inclusion.