

HR Officer - Applicant pack

Job description and person specification

Post:	HR Officer, Adolescent Health Study
Location:	Flexible working – remote or hybrid. Must be willing and able to travel to London, Edinburgh and elsewhere across the UK to support business need.
Salary:	£36,000-40,000 per annum
Duration:	18-month fixed term contract with potential route to permanency
Reporting to:	Head of Business Operations

About Adolescent Health Study

The Adolescent Health Study (AHS) is an ambitious new UKRI-funded initiative to establish a prospective, longitudinal population study that will generate a globally leading open science data platform and research resource. AHS aims to recruit at least 100,000 young people aged eight to 18 years from across the UK and to follow their mental and physical health and wellbeing over at least 10 years. It plans to collect data through questions and measures; to obtain bio-samples for a wide range of genomic and other high-throughput assays; and to capture linked data relevant to health and wellbeing from participants' health, education and other administrative records. Recruitment will take place mainly through schools. There will be a strong emphasis on engaging with and involving young people, schools, parents and other relevant stakeholders in the design and delivery of the study, as well as on including young people that represent as wide as possible a range of backgrounds, experiences and characteristics. AHS will focus on enabling a wide range of research, including studies of the critical biological and social developments that occur during the transition from childhood to adulthood and the determinants of both mental and physical health and wellbeing in adolescents and young adults.

Purpose of the post

The HR Officer plays a key role in delivering an effective, professional, and compliant HR service across the organisation. Supporting both operational HR processes and employee experience, the post holder will contribute to attracting, developing, and retaining talent in a collaborative and values-driven research environment.

Main responsibilities

HR Operations & Administration Support

- Lead recruitment campaigns in consultation with hiring managers, including drafting job adverts, short-listing and coordinating interviews.
- Manage employee life cycle process, including background checks, onboarding and offboarding.

- Maintain accurate and confidential employee records in compliance with GDPR and organisational policies.
- Administer HR systems, contracts, and employment documentation.
- Manage relationship with 3rd party suppliers including HR consultancy and DBS check providers.
- Support payroll preparation including monthly absence reporting and ensuring accurate data submission and coordination with Finance/Payroll.
- Support the wider central administrative team as required.

Employee Relations

- Provide first-line HR advice to managers and staff on policies, procedures, and employment matters.
- Support casework relating to absence, performance, disciplinary, and grievance processes.
- Support managers and the COO with complex people cases, working with the external HR partner as required.
- Promote a positive and inclusive working culture aligned with the organisation's values.

Learning & Development

- Coordinate training activities and support professional development initiatives for research and support staff.
- Some delivery of internal people-related training
- Assist in identifying skills gaps and contributing to workforce development plans.

Policy & Compliance

- Ensure HR practices comply with employment legislation, charity sector regulations, and best practice.
- Monitor and assist with the development, review, and implementation of HR policies and procedures, including handbook updates.
- Support equality, diversity, and inclusion (EDI) initiatives across the organisation.

HR Projects & Continuous Improvement

- Contribute to HR projects such as staff engagement, wellbeing initiatives, and organisational development.
- Support the implementation of HR systems improvements and process efficiencies.
- Collect and analyse HR data to inform decision-making and reporting.

Knowledge, skills and experience

Essential

1. Experience in an HR administrative or officer-level role.
2. Sound knowledge of UK employment law and HR best practice.
3. CIPD Level 3 or equivalent.
4. Experience of supporting payroll and finance processes.
5. Proven ability to establish and evolve people processes in a growing organisation.
6. Proficiency in HR systems, such as BreatheHR or equivalent, and Microsoft Office applications.

7. Experience of working in organisations with multiple staffing arrangements i.e. direct employees, secondees, contractors etc.
8. Strong organisational and administrative skills with excellent attention to detail.
9. Ability to handle sensitive information with confidentiality and professionalism.
10. Strong interpersonal and communication skills.

Desirable

1. CIPD Level 5 qualification (or working towards).
2. Experience working in the charity, academic, or research sector.
3. Experience supporting EDI and wellbeing initiatives.
4. Familiarity with public funded and/or project-based staffing environments.
5. Experience supporting or negotiating secondment arrangements, particularly within academic, charity or research environments.

Dimensions

- This is a full-time role, 37.5 hours per week, offered initially as an 18-month fixed-term contract with potential route to permanency.
- Flexible working across several geographical locations in the UK. Travel may be required to AHS locations and partner organisations.
- AHS is a national organisation, and our activities take place across the UK.

Application Process

Please refer to the 'How to Apply' section of the downloadable application form.

Please note that only applications submitted directly to Gravitare HR will be accepted for this position.

The closing date for applications is 11:00pm on Sunday 5 July 2026.

Interviews are currently expected to take place on Wednesday 5 and Thursday 6 August 2026.

Equal Opportunities Policy Statement

AHS is an equal opportunities employer, and as such aims to treat all employees, consultants and applicants fairly. It is our policy to provide employment equality to all, irrespective of:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religion or belief
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation

- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants and employees who work for us will be treated fairly and will not be unfairly discriminated against on any of the above grounds. Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Values

It is an exciting time for the Adolescent Health Study (AHS) as we establish our senior leadership team and begin to plan the pilot studies. As the senior executive team evolves, the AHS values will be grounded in inclusivity, integrity, accountability, and collaboration.