



Human Resources Officer – Office of the Directorate

Position Description

Overview

The Human Resources Officer, under the guidance of the Senior Office Manager (People and Finance), plays a crucial role in managing and executing the human resources functions within the Foundation. This position is integral to the Foundation's governance, strategic direction, and operational effectiveness, with a significant focus on the HR aspects of finance, operations, and personnel management.

Key Responsibilities

Recruitment and Onboarding: Manages the administrative aspects of recruitment and selection for UK-based positions and internships, oversees the induction process to ensure a positive start for new hires, and supports the recruitment and relocation for international roles.

HR Administration: Responsible for the oversight of the entire staff lifecycle, including but not limited to leave management, benefits administration, learning and development initiatives, and exit procedures, ensuring compliance with relevant legislation.

HR Systems and Processes: Maintains and reviews employment policies and HR procedures, ensuring they are current, effective, and legally compliant. Manages the implementation of HR software solutions to enhance operational efficiency.

Advice and Support: Acts as the point of contact for HR-related advice, collaborating with teams and programmes to facilitate the smooth operation of human resources within the Foundation. This includes managing the Graduate Internship Programme and supporting staff development plans.

Payroll and Administrative Support: Manages monthly payroll processes, including gratuities, pensions, and tax filings. Provides support for annual audits and assists with various finance and administrative tasks as needed.

Foundation-wide Engagement: Participates in Foundation-wide initiatives, contributing to work planning, strategic reviews, and learning processes, aiming to continuously improve operational practices.

Candidate Profile

Experience and Education: Demonstrated experience in human resources within a dynamic professional setting. CIPD qualifications are an advantage.

Knowledge and Skills: A solid understanding of UK employment law and practices, excellent organisational and time management skills, and the ability to maintain confidentiality and manage sensitive information.

Interpersonal Abilities: Strong communication skills, both written and verbal, are essential, along with the ability to build relationships across the organization and a commitment to fostering a welcoming, inclusive work environment.

Technical Proficiency: Advanced competency in Microsoft Office and experience with HR software systems are required.

Other attributes: The ideal candidate will exhibit a strong work ethic, reliability, independence, and the flexibility to adapt to new challenges and learn new skills.

This position requires a proactive individual committed to the Foundation's values, capable of working both independently and collaboratively, and dedicated to enhancing the Foundation's human resources function.