

Job description

Job title:	HR Talent & Development Officer
Hours:	37.5 hours per week (flexible hours considered – minimum 30 hours per week)
Contract type:	Permanent
Responsible to:	HR Manager
Location:	Regular presence at our offices in Bath plus some remote working
Salary:	Up to £30,000 per annum, dependent on skills and experience

About Designability

Designability is a national charity that supports disabled people to live with greater independence.

Our expertise is in person-centred design: to understand the needs, challenges and aspirations of disabled people by placing them at the heart of everything we do. Through this approach, we gain invaluable insights which we combine with creativity and specialist skills to help inform decisions throughout every stage of a project. This results in innovative, engaging and practical designs of accessible products and services to transform the everyday lives of disabled people.

Over the last 50+ years, we have worked on a range of pioneering projects from the multi-award-winning Accessible Pushchair design and national guidance on Accessible Electric Vehicle Charging to our flagship Wizzybug powered wheelchairs for very young children. We collaborate with organisations, businesses and partnerships to help create positive change in the world of accessible design. To date, we've transformed over 300,000 lives in the UK.

As a charity, we respond to specific needs with the aim of our products and services reaching those who need them, whilst also inspiring new markets to blossom. We strive for a future where disabled people live the life they choose, every day.

Purpose of the role

The HR Talent & Development Officer will be responsible for management of the end-to-end recruitment and onboarding process, ensuring an exceptional candidate experience. Additionally, this role will manage employee development and engagement processes throughout the employment lifecycle, from recruitment to exit and identify and implement development opportunities to enhance performance and retain skills across the Designability team.

The successful candidate will collaborate with team managers on a regular basis and proactively identify future recruitment and development needs and use creative methods to successfully fill vacancies and develop and engage the Designability team. The role will also be required to provide proactive and effective administration of Designability's HR function, including in the areas of recruitment, employee engagement and training & development, supporting the HR Manager and assisting the wider Designability team to enable the aims of the organisation to be achieved.

Key Responsibilities:

- Delivery of a professional and positive candidate and recruiting manager experience throughout the entire recruitment process from attraction to appointment, to include:
 - Working closely with recruiting managers to agree and implement recruitment plans and manage recruitment activity, ensuring processes run smoothly and that successful hires are made.
 - Updating and creating job descriptions and job adverts, in collaboration with line managers, to ensure they accurately reflect job roles and recruitment requirements.
 - Answering candidates' queries regarding the application and onboarding process.
 - Arranging interviews and providing interview feedback, as required.
 - Overseeing applicant screening processes, ensuring all pre-employment checks are undertaken and satisfactory references obtained prior to commencement of employment.
- Identifying future recruitment needs and putting plans in place to successfully fulfil these.
- Undertaking activities to proactively seek prospective candidates, such as CV searching, networking, etc.
- Identifying and utilising the most effective and cost-efficient means of advertising for vacancies and making use of a variety of channels e.g. careers pages, job boards and social networks.
- Participation in events to boost Designability's visibility as an employer, e.g. job fairs and recruitment events.
- Monitoring and reporting on key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Managing and developing the induction and onboarding process for new employees and assisting them with their onboarding, making them feel welcome and supported in their new role.



Company



Job Description: HR Talent & Development Officer – Aug 2024

Page 2/5

designability.org.uk

Registered Charity No. 256335
registered No. 933932 (London)

- Continuously evaluating and improving recruitment processes for efficiency and effectiveness.
- Overseeing the probationary process and supporting managers to ensure probationary reviews are undertaken in a timely and effective manner and any issues are raised with the HR Manager.
- Designing, implementing and managing employee engagement activities, such as staff surveys, lunch & learn sessions and all staff meetings.
- Designing and delivering a comprehensive, accessible, and inclusive learning and development offering, using a mix of inhouse, e-learning and external providers, giving consideration to cost effectiveness.
- Managing general HR administration tasks, including sick absence and training records.
- Maintenance of accurate employee records using an HR information system (SafeHR) and updating HR and payroll information accurately and in a timely manner, in support of administrative transactions e.g. joiners, leavers, salary changes/deductions and changes in hours.
- Working with the HR Manager to ensure Designability fully meets its obligations as a Disability Confident scheme employer and facilitate the advancement of the organisation's level of accreditation.
- Management of the leaver process, including undertaking exit meetings.
- To be committed to the work of Designability and work in accordance with the organisation's policies and procedures.
- To conduct such other duties as may be required by the organisation from time to time.
- Willing and able to undertake work outside normal hours and to travel as required.

Terms of employment

All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check would be required.



Company



Job Description: HR Talent & Development Officer – Aug 2024

Page 3/5

designability.org.uk

Registered Charity No. 256335

registered No. 933932 (London)

Person Specification

Criteria	Essential	Desirable
Qualifications	HR or Recruitment professional qualification – or substantial relevant experience in HR and recruitment.	CIPD Level 5, or studying for.
Experience & Knowledge	<p>Knowledge and experience of managing the complete recruitment cycle.</p> <p>Experience of proactively and effectively managing HR administration processes.</p> <p>Experience of working with recruiting managers, identifying their needs, and designing effective recruitment solutions within cost parameters.</p> <p>Good understanding of talent attraction and retention principles and best practice.</p> <p>Good understanding of current employment legislation and best practice.</p> <p>Experience of being proactive in identifying areas for improvement to processes and services.</p> <p>Experience of using an HR information system and understanding of the importance of accurate data input.</p> <p>Experience of managing employee development and engagement processes.</p> <p>Experience of providing excellent service levels to both internal and external stakeholders.</p>	<p>Experience of working within the charity sector, in a recruitment/HR role.</p> <p>Experience of designing, implementing and managing employee engagement activities.</p> <p>Experience of designing and delivering learning and development offering, using a mix of inhouse, e-learning and external providers.</p> <p>Knowledge of the Disability Confident Scheme.</p>
Skills	<p>Excellent verbal and written communication skills, with the ability to adapt communication style and tone to different audiences and situations.</p> <p>Numerate and able to interpret data and trends.</p> <p>Excellent organisational skills, with the ability to effectively plan, prioritise, multi-task and work to tight deadlines.</p> <p>High level of accuracy and attention to detail.</p>	



Company



Job Description: HR Talent & Development Officer – Aug 2024

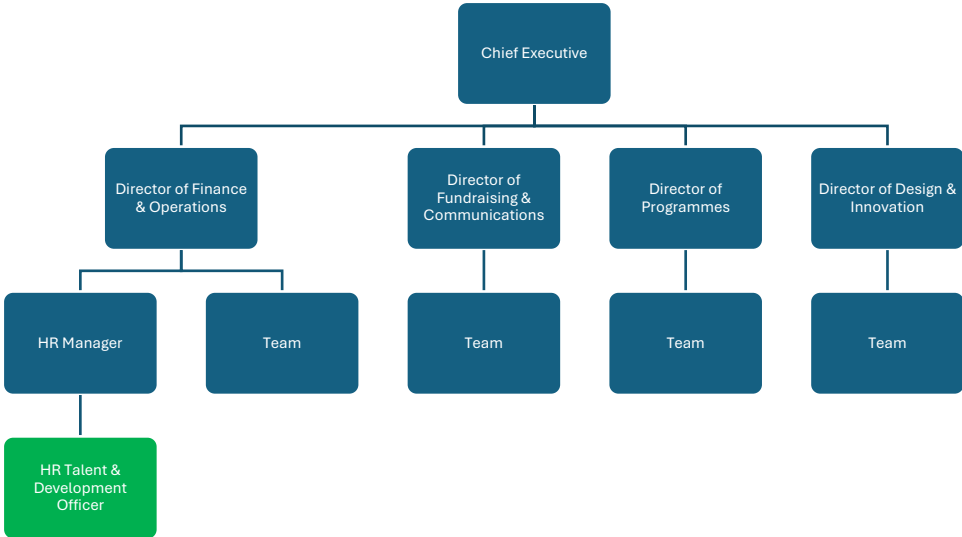
Page 4/5

designability.org.uk

Registered Charity No. 256335
registered No. 933932 (London)

	<p>The ability to maintain confidentiality and work in accordance with data protection legislation.</p> <p>The ability to carry out tasks autonomously and collaboratively.</p> <p>Good I.T. skills and high level of proficiency in working with MS Office (Word, Excel and Outlook).</p>	
Attributes	<p>A proactive and organised approach to work.</p> <p>A continuous desire to improve processes.</p> <p>Flexible with a can-do attitude.</p> <p>Committed to championing equity, diversity and inclusion.</p>	

Team Structure



Benefits that come with working for Designability

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence. We are a **Real Living Wage** and **Disability Confident Employer**.

To find out what benefits we currently offer to our team, please visit:
<https://designability.org.uk/benefits-that-come-with-working-for-designability/>

