

<b>Job Title:</b>	HR Officer
<b>Department:</b>	People and Culture
<b>Location:</b>	London, UK
<b>Reports to:</b>	Senior HR Business Partner
<b>Line Management Responsibility:</b>	None
<b>Budgetary Responsibility:</b>	None
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The HR Officer will be responsible for providing support to the Senior HR Business Partner and the wider People and Culture team in the delivery of HR services. The role will focus on a range of HR activities including recruitment, employee relations, performance management, payroll, L&D, travel logistics and other generalist HR duties. A key part of the role will be to provide support in identifying, attracting, and hiring top talent to meet all Muslim Aid's staffing needs.

**Key Accountabilities:**

**General**

1. Ensure a smooth, efficient and welcoming onboarding and probation process for new employees.
2. Ensure departmental inductions are conducted and collect feedback regarding onboarding experience, identifying areas for improvement and adjusting the process as necessary
3. Facilitate the integration of new hires by providing necessary information, training, and support.
4. Manage termination and Offboarding processes sensitively and in compliance with policies and laws.
5. Assist with performance management processes and employee relations issues.
6. Contribute to the development and implementation of HR policies and procedures.
7. Provide advice and guidance to employees on HR Policies and Procedures.
8. Support HR projects and initiatives.
9. Prepare HR documentation and maintain accurate records in the HR Management System (Personio)
10. Support HR analytics requirements to track performance metrics.

## **Recruitment**

11. Facilitate the recruitment process by assisting hiring managers in meeting departmental needs. Responsibilities include crafting job descriptions, posting ads, screening candidates, and conducting interviews.
12. Maintain a pool of potential candidates for future openings.
13. Ensure compliance with all legal and regulatory recruitment requirements.
14. Stay updated on industry trends and recruitment best practices.
15. Provide regular and ad hoc analysis of applicant and interview data to the Senior HR Business Partner.
16. Maintain the 'Recruiter Toolkits'.
17. Engage with candidates using various interview formats to assess their suitability.
18. Collaborate with hiring managers to make informed decisions based on interviews, assessments, and candidate qualifications.
19. Provide ongoing support to managers throughout the recruitment process.
20. Ensure completion of all recruitment paperwork accurately.

## **Payroll**

21. Prepare payroll amendment sheets for UK and International staff.
22. Prepare the UK payroll amendment sheet.
23. Issue monthly payroll remittance forms to Expatriates and country offices.
24. Follow up on taxation certificates with expatriate staff.

## **Learning and Development**

25. Maintain an accurate learning and development tracker, ensuring all information is recorded systematically and timely.
26. Map out training requests effectively, especially following staff appraisals to ensure that development needs are addressed appropriately.
27. Employee suggestion requests are tracked, mapped out, and shared with the Head of the Department.

## **Travel**

28. Maintain an accurate travel log sheet for all staff travel, ensuring that all information is recorded in a timely and organised manner.
29. Ensure that the travel insurance provider is informed of any staff travel to high-risk countries.
30. Ensure that staff complete the required security forms prior to travel to high-risk countries.
31. Ensure staff have downloaded the travel app prior to travelling.

## **Other**

32. Ensure all records are maintained and stored appropriately in accordance with document management and IT policies of Muslim Aid.
33. Comply with Muslim Aid policies, procedures, legal and regulatory requirements.
34. Perform any other duties commensurate with the accountabilities of the post.

Person Specification		
Qualifications:	Essential / Desirable	Assessment Stage
Bachelor's degree in human resources, business administration, or a related field	Essential	Application
Working towards CIPD qualification	Desirable	Application
Experience & Knowledge:		
Proven experience in a generalist HR role, in particular recruitment and employee relations	Essential	Application and Interview
Excellent communication and interpersonal skills, with the ability to interact effectively at all levels	Essential	Application and Interview
Sound knowledge of employment legislation and HR good practices	Essential	Application and Interview
Knowledge of recruitment techniques and good practices	Essential	Application and Interview
Experience with applicant tracking systems and other recruitment software	Desirable	Application and Interview
Knowledge of Travel Safety and Security	Desirable	Application and Interview
Skills & Abilities:		
Excellent communication and interpersonal skills, with the ability to interact effectively at all levels	Essential	Application and Interview
Ability to work effectively independently and as part of a team in a fast-paced and changing environment	Essential	Application and Interview
Strong organisational skills with the ability to prioritise tasks and manage time effectively	Essential	Application and Interview
Attention to detail and accuracy in handling HR documentation and records	Essential	Application and Interview
Proficient in Microsoft Office and HR management software	Essential	Application and Interview
Ability to maintain confidentiality and handle sensitive information appropriately	Essential	Application and Interview
Strong data management and analytical skills	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, vision and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

**You will display the competencies below :**

<b>Competencies</b>	<b>Definition</b>
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

**Please signify your acceptance of this job description by signing below and returning a copy to HR**

<b>Employee signature:</b>		<b>Employee Name:</b>		<b>Date:</b>	
<b>Line Manager Signature:</b>		<b>Line Manager Name:</b>		<b>Date:</b>	