

**TEACHERS BUILDING SOCIETY
ROLE PROFILE**

DETAILS

Role Title

HR Officer

Department

HR

Band

Tech / Prof

Responsible to: Head of People & Culture

PURPOSE

To provide HR support to the Head of People & Culture for the completion of various day to day HR related activities. The role will also include involvement in tasks related to project activities and in undertaking assigned tasks to ensure ongoing compliance with statutory requirements

ACCOUNTABILITIES

The requirement is to be competent in the following tasks, with proven ability to identify opportunities and proactively task manage:

- Full understanding of and adherence to all HR process, including compliance. Assist the Head of People & Culture in the design and implementation
- Maintain complete and accurate HR records. Support with collation of robust and accurate MI to ExCo and Board as required.
- Management of all onboarding – internal coms, liaising with agencies, collating interview packs, attendance at interviews, candidate declines, onboarding administration.
- Assist the Head of People & Culture with all Inclusion & Diversity activities, data measurements & regulation requirements
- Employee Engagement – data management of annual survey; assist Head of People & Culture with key actions; annual review of colleague benefits; review of all engagement activities & communications.
- Maintain and seek to continuously develop the society's PDR appraisal system enabling TBS Managers to manage performance effectively in line with business objectives. Carry out all administration linked to the execution and recording of the employee PDR / appraisal system. Design & run all new manager training linked to appraisals & PDRs.
- Ensuring role requirements and role profiles for all positions are updated on a regular basis and in line with policy. Carry out annual benchmarking exercise
- Active participation in development of HR strategies
- Management of annual all colleague training plan. Design and present internal colleague training / communication de-briefs linked to HR. Maintain the central HR annual training plan for employees
- Ongoing improvement of design and implementation of new starter induction programme at all levels
- Represent and attend HR events – local & BSA – action findings
- Support the Head of People & Culture in reviewing, developing, implementing and maintaining effective recruitment procedures to attract the best quality employees to TBS
- Company ambassador for Colour Profiles / train and present to colleagues
- Monthly payroll & pension processing and accurate monthly reconciliations
- HR administration - Collate and input all documents/data required into the internal HR system in an accurate and timely manner, GDPR data cleanse process of HR files on a monthly basis
- Administrative support of Strengthening Accountability in Banking regime requirements e.g. annual fitness and propriety checks, regulatory referencing
- Ambassador for the running of the Environmental, Social & H&W committees; design and roll out of annual plan whilst remaining within budget.
- Assist in other ad-hoc HR activities

CORE COMPETENCIES

- **Teamwork** - Actively participate in, and facilitation of, team effectiveness; taking actions that demonstrate consideration for the feelings and needs of others; being aware of the effect of one's behaviour on others

- **Planning and organisation** – establish a course of action for self or others to accomplish a specific goal by setting priorities, allocating time and maintaining an awareness of interrelationships among activities
- **Collaboration** - working effectively with others in the organisation outside the line of formal authority (such as peers in other units or senior management) to accomplish HR goals and to identify, escalate and where possible resolve problems
- **Oral Communication** – Expressing ideas effectively in individual and group situations; adjusting language or terminology to the characteristics and needs of the audience
- **Sensitivity** – taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour on others
- **Discreet** - treating personal details, information or conversations with confidentiality and discretion

KNOWLEDGE/SKILL EXPERIENCE

- Level 5 CIPD (or equiv.)
- L&D experience with good presentational skills
- Exceptional organisational skills
- Excellent admin, Word , Excel & PowerPoint
- Good diary Management
- Excellent eye for detail
- Minimum of 2 years HR officer experience
- Financial Services background
- Working with highly confidential information