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Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/hr-officer>

HR Officer

Description

Contribute to improving the performance of the HR Department with the development, review, implementation and promotion of Human Resources objectives and strategies.

Review, update and draft HR procedures and supporting guidance documents ensuring they are streamlined, clear, legally compliant, easy to navigate and aligned to systems/technology advancements.

Coordinate the Service's actions as part of its objectives within the Strategic Equality Plan and providing advice for all staff and line managers with regards to inclusion matters.

(Ref: CR920274)

Responsibilities

- Lead on the development of new HR and equality, diversity and inclusion procedures, and updating existing ones, working with other team members and the wider HR team as appropriate.
- Monitor developments in employment law, equality legislation, relevant codes of practice, and tribunal cases to identify issues and recommend changes to existing procedures, including consultation with relevant stakeholders as required.
- To develop, and review line manager guidance and associated toolkits to enable application of HR and equality, diversity and inclusion procedures in a consistent manner
- Ensure that the content of training programmes for line managers on the application of HR and equality, diversity and inclusion procedures reflect current procedural guidance and liaise with HR colleagues to facilitate their effective delivery
- Assist the HR Managers in the implementation of HR Improvement Plan objectives and projects
- Identify EDI standards required for the service. Prepare, obtain, monitor and review
- Complete internal job evaluations for restructures and new posts
- Provide EDI materials for the Service within the Culture change budget

Qualifications

- Hold or working towards Graduate CIPD Membership
- Current Driving Licence
- Proficiency in Microsoft Office packages and general IT applications

Date posted

22 May 2023

Base Salary

£ 18.35

Job Location

Carmarthen

Working Hours

9.00am to 5.30pm - Monday to Friday - 37 hours per week

Beginning of employment

01/06/2023

Duration of employment

12 months

Employment Type

Full-time