Sands

Application Information

**Senior Human Resources Officer**

**About Sands**

Sands, the stillbirth and neonatal charity, is a well established and widely respected national charity that:

* Supports anyone affected by the death of a baby
* Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care
* Promotes and funds research and changes in care that could help to reduce the loss of babies’ lives.

Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.

Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK.

Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, 17 babies are stillborn or die within the first 28 days of life every day.

Bereavement support for parents who have lost a baby and working in collaboration with health professionals, remains at the core of everything that Sands does. But Sands also aims to ensure that there are fewer bereaved parents to support.

Find out more about our work: www.uk-sands.org

Sands Benefits

**Annual leave**

Staff receive 28 days annual leave plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

**Employee Assistance Service**

At times staff members may face and need help with a variety of issues throughout their lives and as part of the commitment to staff members we provide a 24:7 independent and confidential counselling and information telephone service, free of charge. Support is available on a range of issues including legal, financial, emotional, health issues and work related concerns.

**Season ticket loan**

Permanent Head Office based staff are offered the opportunity to take an interest free loan to purchase season tickets for the journey between home and work. Available after a qualifying period.

About the role

We are looking to recruit an experienced Senior HR Officer to join the Sands HR team.

You will join the organisation at an exciting time of growth and be part of a programme of change which will bring a more consistent approach to HR practice.

You will ideally have generalist experience (minimum Associate CIPD) and will have a minimum of 3 years experience within a charity working at Officer/Advisor level.

You will work with Head of Finance and Resources and the wider senior management team to promote consistent application of HR practice.

This is a stand alone role with advice and support provided by employment law solicitors and HR consultants when necessary.

This role offers an excellent opportunity to make a real difference within the charity. Some travel will be necessary, including occasional overnight stay.

To apply:

Please return the completed application form and monitoring form to **recruitment@uk-sands.org** by the closing date below:

Closing date: Midday on Monday 9th February 2015.

As we have limited staff resources we are unable to provide candidates with feedback about their applications.

Job Description

**Job Title:** Senior HR Officer

**Responsible to:** Head of Finances and Resources

**Location:** Sands Head Office, 28 Portland Place, London, W1B 1LY

**Contract:** Permanent

**Salary:**  c£30,000 per annum (including London Weighting Allowance of £3,350)

**Hours:** 35 per week (9.30am to 5.30pm)

**Key Responsibilities**

1. Undertake HR administration and provide HR support and guidance to staff and volunteers to ensure a safe, effective and productive working environment
2. Assist in the development of the skills and capabilities of staff, including implementing a range of HR policies and procedures, such as Sands’ performance and development policy
3. Ensure that Sands’ policies and procedures are consistently applied by all staff and monitor and deal with exceptions
4. Be responsible for the collation, and recording of, monthly changes and absence data for submission to payroll. To include rectifying any errors, and ensuring accurate submission to Payroll
5. Advise and support managers on recruitment and selection, ensuring full compliance with equal opportunities and associated employment legislation
6. Ensure that all HR processes are delivered across the organisation to the highest standards of confidentiality and data protection

**Principal tasks and responsibilities**

* Provide an advisory service to employees ensuring that they are fully aware of their rights and entitlements
* Manage staff relationships, promptly respond to queries and manage expectations
* Ensure Human Resources matters are handled fairly and consistently in line with legal and organisation requirements
* Support Heads of Departments with grievance, disciplinary and capability investigations and hearings
* Engage in coaching on an individual basis with line managers on how to deal with difficult staffing issues
* Provide advice and assistance with writing job descriptions and ensure that accurate job descriptions are in place
* Provide advice and assistance to colleagues when they undertake staff performance evaluations
* Assist with identifying training and development opportunities for staff and process employee requests for outside training while complying with polices and procedures
* Organise staff training sessions, workshops and activities
* With the Finance Manager contribute to the payroll process
* Update the HR Database on a regular basis
* Monitor scheduled absences such as sickness and holidays and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services
* Manage the end to end recruitment process and support managers with all queries relating to this area
* Act as a source of advice and guidance to all managers and colleagues on all HR policies, procedures and guidelines following up with any formal correspondence as necessary
* Working with HR Consultants/Employment Law Advisors as necessary to review all HR policies and procedures ensuring that they are consistent, fair and in line with current legislation and best practice
* Develop, coordinate, monitor and evaluate staff induction and exit interview processes and make recommendations as appropriate
* Contribute to the development and implementation of the HR departmental strategy
* Assist with the provision of report requirements for the organisation including turnover, training, exit data, staff surveys, recruitment response rates
* Facilitate formal communication and consultation processes with staff and trade union representatives (if necessary), ensuring appropriate involvement of all managers and staff
* To be an active member of HR Sub Committee which may include the production of agendas and related papers as well as taking and transcribing of formal minutes
* Support the Head of Finance and Resources with Health & Safety/Occupational Health tasks
* Continuously strive to improve the HR support to the organisation through expert advice and guidance
* Write and present a range of reports and information briefings on a range of HR related topics

**General**

* Undertake any other duties commensurate with the role as required by the Head of Finance & Resources, Chief Executive and Board of Trustees
* Work flexibly with other members of staff and team
* Maintain a high level of confidentiality
* Abide by all Sands Polies and Procedures
* Undertake all mandatory training as required
* Participate in annual appraisal and personal development reviews
* The post holder must familiarise themselves with matters relating to Health & Safety Management, as affecting themselves, their department and the organisation as a whole
* Promote the Sands vision and values at all times
* This job description is not contractual and liable to change over time

Person Specification

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| **Importance** | **Criteria** | **Assessment** |
| Essential | Minimum Associate CIPD qualified, ideally applicants will be working towards MCIPD status | Application and interview |
| Essential | 3 years previous experience of working in a Generalist HR Advisor role within a charity environment | Application and interview |
| Essential | Previous experience of working in a busy office environment | Application and interview |
| Essential | Confident written and verbal communication skills including drafting responses and modifying standard letters | Application and interview |
| Essential | Able to work independently | Application and interview |
| Essential | Strong organisational skills | Application and interview |
| Essential | Excellent attention to detail | Application and interview |
| Essential | Experience of using Microsoft Word, Excel and Outlook | Application and interview |
| Essential | Discreet and able to maintain confidentiality | Application and interview |
| Essential | Experience in employee relations, reward, performance management and recruitment | Application and interview |
| Essential | Must be confident and flexible when dealing with people from a wide range of backgrounds, and exercise effective interpersonal skills | Application and interview |
| Essential | Confident and assertive with challenging colleagues  | Application and interview |
| Essential | Ability to work occasional evenings and weekends | Application and interview |
| Desirable | Previous experience of using a HR database  | Application and interview |
| Desirable | An understanding of maternity, health care policy and practice across the UK | Application and interview |
| Desirable | Empathy with Sands and its aims | Application and interview |