

# JOB DESCRIPTION

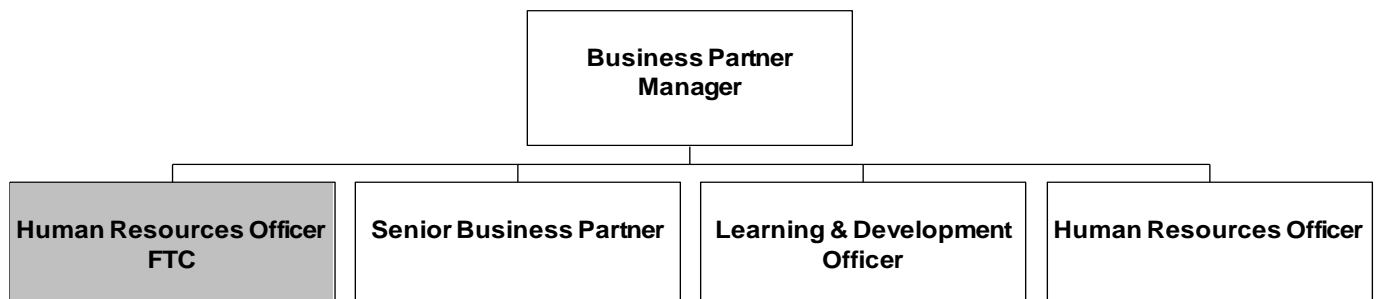
## Human Resources Officer

<b>Reports to:</b>	Business Partner Manager – HR
<b>Department / Locations:</b>	HR/L&D Team / Sheffield
<b>Salary:</b>	£23,093 - £27,020 per annum
<b>Closing Date:</b>	9.00am on Monday 18 February 2019
<b>Interview Date:</b>	Thursday 28 February 2019

## Job Purpose

Assist in the provision an effective human resources management service throughout SYPTE and aid the development and delivery of projects and initiatives, new and revised policies and procedures to ensure the service continually meets organisational requirements.

## Organisational Chart



## Dimensions

- There are approx. 215 employees within SYPTTE, plus temporary and contract staff based throughout South Yorkshire, all contributing to the aims and objectives of the organisation as set out in the Transport Plan and Business Plan.
- Part of the Human Resource Team, currently comprising of 5 employees.
- The overall Human Resources budget is approximately £600,000 per annum.
- The Human Resources Officer will liaise with employees at all levels including contact with SYPTTE's recognised Trade Union (UNISON).

## General Responsibilities

- SYPTTE's aim is to provide the best Public Transport system possible. The objective is the pursuit of excellence in meeting the needs of all potential passengers.
- SYPTTE is fully committed to the active promotion of equal opportunities in its capacity as an employer. It is the individual responsibility of every employee to seek to ensure the practical application of this policy.
- Under the Health and Safety at Work Act, all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
- All Line Managers must ensure that SYPTTE's Health and Safety Policy is implemented effectively along with ensuring safe working practices and conditions are in place within the areas under their control.
- SYPTTE and its Managers are fully committed to the learning and development of employees.

## Responsibilities/Key Accountabilities

1. Assist in the provision of a comprehensive and effective human resources management advice and guidance service to employees to ensure that they understand and adhere to all Human Resources practices, policies and procedures.
2. Pro-actively market, promote and develop the various services offered by

the Human Resources Team in order to maximise their effectiveness and utilisation.

3. Assist in the strategic development and delivery of projects and initiatives, new and revised policies and procedures to assist the delivery of the Human Resources Team Business Plan.
4. Undertake specific research to assist in ensuring that 'current thinking' is considered in the development of the Organisational Development service and associated initiatives, policies and procedures.
5. Assist in the provision of management information on the impact of Organisational Development projects, initiatives, policies and procedures, ensuring the effective practical application throughout the organisation, and to inform future strategy development.
6. Assist in the implementation and communication of new and revised policies and procedures in line with organisational requirements, to assist in ensuring that all employees are aware and understand these policies and procedures.
7. Assist in the provision of an effective human resources administration service in order to ensure an accurate and consistent service is provided and internal records, processes and procedures are effectively maintained.
8. Assist where needed in consultation with UNISON at Branch level in relation to operational issues, in order to maintain and develop a positive and constructive working relationship with the recognised trade union of SYPT.
9. Assist in maintaining, monitoring and developing the various Information Systems utilised within the Human Resources Team, in order to ensure accurate and up to date information is available including the provision of information required for effective workforce planning.
10. Assist in the production of data, statistics and other organisational development related information to assist internal performance management and satisfy legal requirement such as Best Value, National Statistics and Audit Commission information requirements.
11. Any other duties commensurate with the post as directed by the Business Partner Manager.

## **Planning and Organisation**

- Contribute to team working and liaise with others to improve cross-functional efficiency.
- Identify ways of improving team and organisational efficiency through the

effective use of resources.

- Undertake tasks, assignments and projects outside of core activity to ensure that SYPTE maintains its operational flexibility in a changing business environment.
- Plan and organise your own workload to ensure delivery of all tasks and objectives set.
- Produce, maintain and manage reports and reporting processes to inform internal and external stakeholders and customers.

## Decision Making and Use of Judgement

- Use personal judgement and initiative to make effective decisions.
- Actively participate in team decision-making.
- Actively participate in organisational decision-making through membership of formal and informal groups and committees.

## Essential Internal and External Relationships

- Work collaboratively with other team members and other employees within SYPTE
- Deal professionally with internal and external customers, suppliers, contractors and external service providers respecting the various needs for confidentiality.
- Negotiate and liaise with suppliers, contractors and external service providers to ensure best value/level of service for SYPTE and its customers

## Person Specification – essential (E) & desirable (D) (How identified – application form (A) & interview (I))

Knowledge	E/D	A/I
Basic knowledge of Employee Relations and relevant UK & EU law relating to Employment law	E	A/I
CIPD Qualified or working towards a recognised Human Resources qualification	D	A
4 GCSE's Grade C or above (or equivalent) including English Language and Maths	E	A

Good knowledge of windows based word processing and spreadsheet packages	E	A/I
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<b>Skills</b>	<b>E/D</b>	<b>A/I</b>
Administration skills – <i>Completes core processes</i>	E	I
Analytical and numeric skills – <i>Interrogates and analyses data to gather relevant information</i>	E	I
Computer literacy skills – <i>Uses computer technology to support performance</i>	E	I
Financial and commercial awareness – <i>Maintains good financial control over resources within their department</i>	E	I
Literacy skills – <i>Effectively communicates via written media</i>	E	A/I

<b>Behavioural Competencies</b>	<b>E/D</b>	<b>A/I</b>
<u>Living our Values:</u>		
Customer & Stakeholder Driven – <i>Works to add value for the customer/stakeholder</i>	E	I
Team Working – <i>Values others perspectives</i>	E	A/I
Integrity & Respect – <i>Models and promotes organisational values</i>	E	I
Achieving & Challenging – <i>Seeks to exceed and deliver more</i>	E	I
<u>Delivering With &amp; Through Others:</u>		
Building & Managing Relationships – <i>Identifies key relationships</i>	E	A/I
Influencing & Persuasion – <i>Calculates the impact of their actions and words</i>	E	I
Flexible & Adaptable – <i>Applies procedures flexibly</i>	E	I
<u>Delivering Our Objectives:</u>		
Embracing Change – <i>Ensures a vision for change is heard</i>	E	A/I
Developing Self & Others – <i>Offers suggestions and supports others</i>	E	I
Research with External Focus – <i>Digs deeper for answers</i>	E	I
<u>Determining Our Agenda:</u>		
	E	I

Initiative – <i>Reacts rapidly</i>		
Strategic Focus & Critical Reflection – <i>Uses past learning experience</i>	<b>E</b>	<b>I</b>
Decision Making – <i>Operates within formal authority</i>	<b>E</b>	<b>I</b>

<b>Experience</b>	<b>E/D</b>	<b>A/I</b>
Previous experience of working within a Human Resources team	<b>E</b>	<b>A/I</b>
Previous experience of recruitment and member on recruitment panels	<b>E</b>	<b>A/I</b>
Previous experience of dealing with and managing sickness	<b>E</b>	<b>A/I</b>

<b>Post Holder</b>	<b>Line Manager</b>
<b>Agreed by:</b>	<b>Agreed by:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>