



Job Description

People Officer

Grade:	Scale 6
Spinal range:	Spinal points 26 - 28
Reporting to:	People Advisor
Accountable to:	Chief People Officer
Location:	Based at Richmond College, with travel to other college sites as required
Hours:	18 hours per week, 52 weeks per year. It is anticipated that the postholder will work Wednesday afternoons, Thursdays and Fridays
Responsible for:	N/A

Purpose of the Role:

The People Officer will support the People Advisor in delivering HR services and ensuring the effective implementation of HR processes across HRUC. The role will involve providing first-line HR support, assisting with employee relations, recruitment processes, and contributing to the development of a positive working environment.

The People Officer will play a key role in HR administration, ensuring that the People function operates smoothly and in compliance with HRUC policies and employment law.

Key Responsibilities:

HR Administration

1. Provide administrative support for HR processes, including maintaining employee records, handling documentation for new hires, terminations, changes to employment terms and processing payroll changes.
2. Support the preparation of contracts of employment and ensure all relevant pre-employment checks are completed.

Employee Relations Support:

3. Assist the People Advisor with employee relations matters, including disciplinary and grievance processes, ensuring adherence to HRUC policies.
4. Act as a first point of contact for employee queries, providing guidance on policies and procedures and escalating issues as necessary.

HR Policy and Compliance:

5. Help maintain and update HR policies and ensure compliance with employment law and HRUC standards.
6. Assist in monitoring compliance with HR processes, including safeguarding and GDPR requirements.

Data Management and Reporting:

7. Maintain accurate employee records, including updating the HR system with employee data and

managing confidential information.

8. Produce HR reports and data analysis to support decision-making processes.

General Responsibilities:

9. Stay informed about changes in employment law and best practices in HR to provide up-to-date guidance.
10. Support the People Advisor in delivering HR projects, such as well-being initiatives and employee engagement activities.
11. Contribute to a positive, inclusive, and supportive working environment at HRUC.
12. Undertake additional duties as required to support the Employee Data and Business Services function.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

People Officer Person Specification

		Essential	Desirable	How assessed?*
Qualifications				
1.	Good general level of education (to GCSE level or equivalent including Maths and English at Grade C or equivalent)	✓		AF/Cert
1.	CIPD Level 3 (or working towards)		✓	AF/Cert
Knowledge, Skills and Experience				
3.	At least 1 year of experience in an HR administrative or support role	✓		AF/IV
4.	Knowledge of HR policies, processes, and employment law, including GDPR and equality legislation	✓		AF/IV
5.	Excellent organisational skills with the ability to manage multiple tasks and meet deadlines	✓		AF/IV
6.	Proficiency in Microsoft Office (including Sharepoint and Teams), and preferably experience of HR Information Systems	✓		AF/IV
7.	Understanding of the importance of Equality and Diversity and Safeguarding/Prevent in an education setting	✓		AF/IV
7.	Experience in handling employee queries and providing basic HR advice	✓		AF/IV
Personal Attributes				
8.	Excellent communication and interpersonal skills, with the ability to build strong relationships across all levels of the organisation	✓		AF/IV
9.	High attention to detail and accuracy in administrative tasks	✓		AF/IV
10.	A proactive and problem-solving mindset.	✓		AF/IV
11.	Commitment to continuous professional development and staying updated on People legislation	✓		AF/IV
12.	Ability to work under pressure and manage multiple priorities effectively	✓		AF/iV
13.	Willingness to travel to different HRUC sites as needed	✓		AF/IV
145.	Flexibility and adaptability to meet the evolving needs of the College.	✓		AF/IV

*Evidence of criteria will be established from:

AF = Application Form IV = Interview T = Test (Micro-teach/Skills test)

Cert = Certificates checked at interview/offer stage