



## Job Description

<b>Job Title</b>	HR Officer
<b>Location</b>	Based in Norwich office. The company reserves the right at any time to require you to work at a different location either on a temporary or permanent basis on reasonable notice
<b>Reference No.</b>	
<b>Reporting relationships</b>	This position reports to the Lifestyle Group HR Manager who in turn reports to the Managing Director
<b>Job Purpose</b>	To provide HR planning/administration; and staffing so that managers are supported in operating within the framework of Archant Group's HR policies and meet legislative requirements/responsibilities.
<b>Main Responsibilities</b>	<p>Assist HR Manager in providing an effective, high quality HR generalist service.</p> <ul style="list-style-type: none"> <li>• Ensuring that the HR database Resource Link is up to date with personnel details and absences</li> <li>• Maintaining the electronic and manual filing systems</li> <li>• Chasing and collating new starter/change in employment paperwork from Line Managers</li> <li>• Sense checking and drafting of employment contracts, offer letters and all other ad hoc HR correspondence</li> <li>• Provide assistance and advice to management when dealing with staff/pay issues.</li> <li>• Advising managers on current employment legislation, policies and procedures to ensure HR policies, procedures and standards are applied consistently and equitably.</li> <li>• Assist HR Manager and in providing an effective, efficient HR administration service.</li> <li>• Administration and approval of recruitment submissions, changes in contractual terms and conditions of employment</li> </ul>
<b>Communication and working relationships</b>	The HR Officer has direct contact with senior managers, line managers, employees and departments of Life, Specialist and Dialogue. Occasional contact with colleagues in other Archant business units.
<b>Hours of Work</b>	The core hours of this role are 9am to 5.30pm with one hour for lunch although it is expected that the needs of the business are acknowledged within working hours. The company reserves the right at any time to require you to work different hours either on a temporary or permanent basis on reasonable notice.

<b>Most Challenging part of the Role</b>	<ul style="list-style-type: none"> <li>• Conflicting priorities.</li> <li>• Remaining calm, clear thinking and professional when faced with distressing and complex situations.</li> </ul>
<b>Additional Background Information</b>	The role of the HR Officer involves access to sensitive personal and /or commercial information. The ability to maintain absolute confidentiality is essential.
<b>Health and Safety</b>	All employees must observe and comply with Archant's policies and procedures for health and safety – taking a pro-active role to encourage dynamic risk assessments and to identify opportunities for improvement to achieve and exceed guidelines
<b>Equal Opportunities</b>	All employees must observe and continually promote equal opportunities and customer care in compliance with Archant's aims and objectives.
<b>Job Description Agreement</b>	<p>To be signed within 6 weeks of employment or deployment after discussions with the line manager.</p> <p>Manager..... Date.....</p> <p>Post holder..... Date .....</p> <p><b><i>This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the description fully reflects the duties of the job.</i></b></p>