

HR OFFICER

TGP Cymru is the leading Wales based charity, which supports and represents vulnerable children, young people and families through a range of projects, training and campaigning. TGP Cymru services are funded by multiple funders and deliver services pan-Wales.



TGP Cymru Department: Support Services

Responsible to: Finance & HR Manager

Location: Head Office: Cardiff / Hybrid Working

Purpose of role

To support the Finance & HR Manager and be responsible for the maintenance and development of HR systems and processes and providing an efficient and effective HR service for TGP Cymru.

Accountabilities / Responsibilities

- Act as the first point of contact for HR – dealing with internal and external enquiries and staff welfare related issues
- Jointly maintain, control and administer all HR computerised and manual databases, records and information systems and produce reports and give advice where required
- Administer and monitor HR systems and processes including Recruitment & Selection, Probation & Appraisal, Payroll (including SSP and SMP calculations), Pensions
- Support the development of HR systems and train staff in their use where required
- Contribute to the forward HR strategy
- Maintain and foster good relations with directors, service managers, team managers and team administrators providing advice where needed, and also liaise with relevant external professional personnel.
- Deputise for HR & Pensions Manager when required
- Undertake delegated tasks to support the administration function of Head Office

Undertake such other duties and responsibilities as may reasonably be required by the Organisation and which are consistent with grade

Performance Indicators

- Responsible for the delivery of key performance indicators and standards of practice.

- Quality of service and compliance against statutory, regulatory, organisational and best practice standards and requirements.
- Achievement of service objectives and targets.

Line management responsibility (as of 31/10/19):

0

Budget management responsibility (as of 31/10/19):

£0

Grade:

MS6

Working conditions:

37 hours per week with a flexible approach to the working week that will involve some weekend and evening working and occasional stay away from home overnight to attend meetings, conferences or training.

Travel to various locations across Wales and the UK is also required.

Qualifications

- Recognised HR Qualification/CIPD (Desirable)
- 5 A-C GCSEs

Experience

The post holder will be able to demonstrate a sound understanding and record of achievement in the following:

- Significant experience in a HR environment ranging from basic to complex
- HR functions and processes
- HR issues, policies and procedures
- Devising and implementing HR procedures
- Delivering presentations and training
- Microsoft Office packages including Word and Excel

Skills and abilities / competencies

The post holder will be able to:

- Work effectively in HR
- Work in a confidential manner
- Produce quality results and deliver agreed outcomes

- Work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others
- Plan and organise work and manage time effectively
- Communicate effectively i.e. express information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared.
- Be open to new approaches and ideas, respond positively to change and adapt quickly to new situations
- Seek opportunities for continuous learning and professional growth.
- Use Microsoft Office products including office 365
- Train and support non HR staff

Other

- Display TGP Cymru values and behaviours at all times and actively promote them in others
- Commitment to equality and diversity
- Full driving licence and have access to transport (*In certain circumstances consideration may be given to applicants who as a consequence of a disability are unable to drive.*)
- Ability to speak Welsh (desirable)