



Job Title:	HR Officer
Responsible to:	CEO
Responsible For:	HR Administrator
Hours:	30
Pension:	All qualifying staff are automatically enrolled on the Company Pension Scheme and MCDT contributes 5%.
Location	Sheffield
Salary:	£23,000 Pro rata

The post holder must at all times carry out his/her responsibilities within the spirit of MCDT's Policies and Procedures, in particular MCDT's Policies on Equal Opportunities and Health and Safety.

Purpose of Job

- To ensure the whole company, staff and volunteers are recruited, inducted and supported appropriately throughout their career with MCDT. The post holder will work with the HR Administrator to ensure the CEO and wider company to standardise and strengthen the internal HR and administration systems.

Responsibilities:

Recruitment and Succession Processes

- To take responsibility for overseeing and where appropriate delivery of recruitment processes including the preparation of recruitment material, advertising, arranging and contributing to interviews, timely issuing of contract, seeking and checking references, giving feedback to unsuccessful candidates.
- Ensure all pre-start information is collated, including references, DBS checks, training certificates, right to work information.
- Oversee creation of personnel files for all starters and monitor personnel data held and retained is in line with data protection and GDPR regulations.
- Compile data from recruitments for equal opportunities monitoring.
- Carry out exit interviews as required.

Induction, Staff Development and Well Being

- Ensure all staff have a Personal Development Plan and training log.
- Collate and coordinate a Staff Development Plan including initiatives to improve motivation, health and wellbeing.
- Carry out new starts core inductions

- Oversee and monitor new starts monthly throughout their probation period to ensure all aspects of induction and support are completed and follow up actions taken.
- Performance Management, review and oversee the supervision and appraisal process supporting line managers in preparing for and delivering effective staff management.
- Be responsible for attending and following through all employee relations issues including disciplinary and grievances to ensure the system is standardised, maintained and equality of practice is ensured.
- Absence Management: work with the HR Administrator and managers to ensure a consistent approach to absence management.
- Annual leave: work with the HR Administrator to ensure staff receive accurate information regarding their Annual leave entitlement and that the formula /is fair and consistent.

Company Administration

- Lead on Investors in People and Matrix quality standard processes where required.
- Lead on GDPR compliance for HR / employment issues.
- Review the Staff Handbook and company policies and coordinate working groups to review or develop policies before taking to Board for approval.
- Design a rolling programme to ensure Board reviews key policies regularly.
- Be responsible for maintaining and active use of SAGE HR package, supporting HR Administrator to get best use.
- Assist with in -house training in related areas.
- Ensure a centralised and orderly HR filing system is in place whilst protecting the legal interests of MCDT and GDPR requirements.
- To undertake any other duties commensurate with the role and level requested by Line Manager.