

The Biochemical Society – Job Description for:

Job Title	HR and Operations Officer – 18 Months FTC
Reports to	HR Manager
Department	HR
Location	Remote

OVERVIEW

The Biochemical Society promotes the future of molecular biosciences, facilitating the sharing of expertise, supporting the advancement of biochemistry and molecular biology, and raising the awareness of their importance in addressing societal grand challenges.

The HR and Operations Officer will support the provision of a high quality and professional HR service through administration of the day-to-day operations of the human resources function and duties. The post holder will contribute to providing an employee-oriented, high performance culture that emphasises accountability, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a talented workforce.

The HR and Operations Officer will help with the implementation of services, policies, and programs and assists employees and Managers with HR issues across more than one society.

KEY RESPONSIBILITIES

The HR and Operations Officer has administrative responsibilities in the following functional areas: HR information, data and systems, recruitment, training and development, benefits, ending employment.

Specific responsibilities include, but are not limited to the following:

- Maintaining electronic employee files and the HR filing systems
- Maintenance of the HR database (currently PeopleHR) to ensure accurate information is available for effective resource planning and monitoring, reporting and compliance.
- Administration of the new joiner process including: offer letter and contract preparations, induction and employee orientation and probation reviews
- Administration, monitoring and reporting of sickness absence, supporting managers in undertaking required actions, health reporting and referrals to OHP as necessary.
- Assisting in the application of all HR policies and procedures and in providing information to all employees and Managers on employment policies and procedures.
- Providing all administrative support on recruitment activity including involvement with recruitment agencies and the advertising of vacancies. Interviewing for clerical and administrative roles as required with Managers.
- Providing all administrative support for leavers.
- Provide support in maintaining relations with professional advisors and service providers: e.g. employment agencies and training providers.
- Undertaking research and contributing to projects as required.
- Assisting with the day-to-day efficient operation of the HR function.

Operations

- Support the Head of HR with all organisational administrative facilities, including provision of storage and recall services.
- Manage the composition and distribution of all internal communications, to include the weekly 'Staff Bulletin'

PERSON SPECIFICATION

- Ideally CIPD qualified or studying towards membership
- Proficient in the use of HR database systems would be distinctly advantageous
- Proficient in Microsoft Outlook, Word and Excel (intermediate level)
- Able to exercise discretion and judgment with confidential information
- Ability to build sound working relationships with others
- Numerate and literate to GCSE pass plus level in Maths and English
- Positive personality and approach to business relationships coupled with with a logical approach to thinking and organizing work.

CORE COMPETENCIES

Cooperation/Teamwork

Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Reliability

Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.

Support of Diversity

Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the Company's philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Quantity and Quality of Work

Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

Does not get bogged down in unnecessary detail; able to manage multiple projects; able to determine project urgency in a meaningful and practical way.

Communication

Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Problem Solving

Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; recognizes and accurately evaluates the signs of a problem; notifies supervisor of problems in a timely manner.

Attention to Detail

Follows detailed procedures and ensures accuracy in documentation and data; carefully monitors data or processes; concentrates on routine work details; organises and maintains a system of records.