

Job Description

Job Title	HR Officer (0.6) Fixed Term (12-months)
Salary Scale	LIPA Scale 6
Responsible To	Head of HR, Culture and Transformation
Responsible For	N/A
Number in Post	1
Date Drafted	April 2025

Job Purpose

To support the HR & Payroll team to deliver an effective and efficient HR & Payroll service.

To support HR processes in the LIPA MAT as required.

To provide advice and guidance to managers and staff on a wide variety of HR and payroll issues relating to the employee lifecycle, supporting meetings as required and ensure the effective use of HR policies and procedures.

Major Tasks

1. Recruitment and selection, ensuring compliance with LIPA's policies and procedures.
2. Onboarding of new staff, producing offer letters, contracts and HR correspondence as required.
3. Supporting payroll and pensions administration.
4. HR Data and Records.
5. To support general HR processes as required including disciplinary, grievance and capability.
6. Staff Health & Wellbeing, including absence management.
7. Duties common to all LIPA staff.

Job Activities

Major Task 1: Recruitment and Selection

1. Support the processing and coordination of the full employee lifecycle, from recruitment and selection to leavers and exit interviews.
2. To support recruitment and selection activities, for LIPA and the LIPA MAT, for both permanent and temporary employees.
3. To liaise with Managers regarding vacancies that need to be filled.
4. To advise, and work with Managers on job descriptions, person specifications e.g., the appropriate essential and desirable attributes for a particular role, shortlisting scoring etc.
5. To work with Managers to identify and produce appropriate assessment tasks to enable the recruitment of the best person for the vacancy.
6. To draft adverts and further particulars for vacancies as appropriate.
7. To communicate the selection process agreed with the manager to all parties involved.
8. To assist in the shortlisting and be a member of the interview panel as required. Monitor the objectiveness and fairness of the shortlisting and interview process, to ensure compliance with our recruitment policies and equality legislation.
9. Communicates with unsuccessful and successful candidates as appropriate.

Major Task 2: Onboarding of New Staff

1. To support the onboarding of new staff.
2. To ensure that offer letters are accurate and issued in a timely manner.
3. To ensure that eligibility for employment and relevant pre-employment checks are undertaken for all new staff.
4. To ensure all new starter paperwork is received and complete.
5. To complete new starter payroll instructions for HR Manager's approval, in line with monthly payroll deadlines.
6. To ensure that employment contracts, are issued on or before the first day of employment and returned to HR & Payroll.
7. To ensure new staff have ID badges, and access to IT systems.
8. To ensure new staff are set up with appropriate Employee Self-Service access and receive training.
9. Calculates pro rata pay and holidays for term-time and part-time staff across LIPA and the LIPA MAT.

10. Arrange inductions for new starters and ensure new starter training and probation periods are followed.
Major Task 3: Supporting Payroll and Pensions Administration
<ol style="list-style-type: none"> 1. To support the preparation, processing and administration of the monthly payroll and pension cycle, ensuring compliance with contractual and statutory obligations for LIPA and the LIPA MAT. 2. To support payroll-related inquiries and help resolve discrepancies. 3. To be responsible for creating the Visiting Professional spreadsheets and ensuring they are updated as required.
Major Task 4: HR Data and Records
<ol style="list-style-type: none"> 1. Supporting the HR team to maintain an accurate HR database with employee information and necessary documentation, including new starters and leavers on the system. 2. To be responsible for administration of all employee changes, including changes of hours, changes to entitlements, promotions, and temporary allowances, ensuring that the HR system is updated accordingly, employment contracts are updated, and payroll informed in a timely manner. 3. Set up and monitor annualised hours spreadsheets for relevant employees, and ensure they are kept up date and accurate. 4. To assist in the preparation of HR data for processing on our payroll system. This includes calculation of salaries and statutory payments, pensions, and other payments. 5. To assist in the preparation of HR data for the staff HESA return. 6. To support with the transition from our current HRIS to the new system, including running two payrolls during the transition period. 7. To help develop and deliver training / user guides for the new HRIS system. 8. To ensure that HR files and records held on the current and new HRIS systems are up-to-date, accurate and logically ordered.
Major Task 5: General HR Processes
<ol style="list-style-type: none"> 1. Support HR & Payroll audits and various projects from the HR Strategy. 2. To support general HR processes as required. 3. To receive and respond to queries and requests for information relating to issues from staff and managers ensuring a timely response and customer-focused approach. 4. Provides communication, advice, and guidance to managers and staff on policies and procedures.

5. To support employee relations casework as required including supporting managers with staff investigations, compiling investigation reports and presenting these to panels, as required.
6. Organise, service and act as a note-taker where required in employee meetings and make the necessary arrangements for room bookings.
7. Completes paperwork in respect of employment tribunal for cases assigned to.

Major Task 6: Staff Health & Wellbeing

1. Respond and support staff who raise welfare issues and signpost them to the appropriate services, to assist them in their personal circumstances.
2. To respond to maternity, paternity and parental leave cases, employee queries, issuing letters and supporting line managers and employees.
3. To ensure that absence records (sickness / holidays / special leave) are accurate and up to date.
4. To help managers prevent, identify, and remedy absence issues.
5. To support the implementation of our absence management policy.
6. Attends home visits with the HR Manager (if required), in accordance with the Absence Management Policy.
7. To provide appropriate support for referrals to our Occupational Health Adviser as required.

Major Task 7: Other Duties

1. To provide support on ad-hoc or ongoing HR projects as directed.
2. To support as and when needed, the updating of the HR Hub pages, keeping information accurate, relevant, and updated.
3. To maintain personal and professional knowledge through CPD, keeping up to date with employment law and our own HR/Payroll policies and procedures.
4. To participate in staff appraisals and training programmes as required.
5. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other LIPA policies as agreed and revised from time to time.
6. To ensure compliance with the Financial Regulations.
7. To build successful working relationships across the business with managers and staff alike.
8. Maintaining and working to high standards with due regard to confidentiality and data protection.

Notes:

The duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

22.5 hrs per week, Monday – Friday.

Person Specification – HR Officer (0.6)

Criteria	Importance	To be identified by:
Education and Qualifications:		
Degree or equivalent qualification / HR Qualification	Essential	Application Form / Qualification Certificates
CIPD Level 5 qualification	Essential	Application Form / Qualification Certificates
Experience / Knowledge:		
Experience of working in an HR function in a medium-sized or larger organisation involving professional and non-professional staff groups	Essential	Application Form
Experience of working in a Multi-Academy Trust, or the school, FE or HE sector	Desirable	Application Form
Experience of payroll and pensions procedures	Desirable	Application Form
Experience of managing a case load of HR/employee relations work	Essential	Application Form/Interview
Experience of using and maintaining HRIS systems	Essential	Interview
A detailed and up-to-date knowledge and understanding of HR good practice and employment law issues	Essential	Interview
Knowledge and understanding of Data Protection law and the General Data Protection Regulation	Essential	Interview
Skills and Abilities:		
Ability to develop and maintain effective working relationships with colleagues and others at all levels	Essential	Interview
Strong communication and interpersonal skills	Essential	Interview

Criteria	Importance	To be identified by:
Ability to work independently, lead on activities where required and contribute as a team player	Essential	Interview
Ability to maintain confidentiality and deal sensitively with related issues/individuals with tact, diplomacy, and discretion	Essential	Interview
Excellent IT skills, including a high level of competency in the use of Microsoft Office applications and data manipulation	Essential	Interview/Task
Ability to use computerised systems and applications, including HR and Payroll systems	Essential	Interview
Good organisational and administrative skills and ability to maintain accurate records	Essential	Interview/Task
Enthusiasm and initiative – along with the ability to work well and positively under pressure	Essential	Interview/Task
Accuracy and attention to detail involving high volumes of activity	Essential	Interview/Task
Ability to obtain an enhanced DBS disclosure which is satisfactory to LIPA	Essential	DBS application clearance
Commitment:		
To diversity, inclusivity, and ethical practice.	Essential	Application Form / Interview
Positive and enthusiastic with a can-do approach.	Essential	Interview
To providing excellent customer-focused services.	Essential	Interview
Ability to work as a supportive and proactive team member and ability and willingness to lead by example in providing hands-on cover and assistance when necessary	Essential	Application Form / Interview