

HR OFFICER.



Key Responsibilities

- **HR Support**– Support the Group People and Talent Manager in executing HR related tasks. This is inclusive of supporting in internal projects, liaising with team members on People and Culture initiatives. Being the first point of contact for any HR related queries and escalating complex matters to the Group People and Talent Manager.
- **HR Administration**- Responsible for updating HR database (PeopleHR) with new starters, leavers, holiday, toil requests and general housekeeping of system and H-drive. You will be responsible for reminding management of reviews and ensuring these are completed in a timely manner with all associated paper completed, returned, and filed in the appropriate areas. You may also be required from time to time to support in conducting HR file audits.
- **Policies and Procedures**- You will be required to keep yourself up to date with all company policies to enable accurate and correct advice to be given to employees e.g. sickness, holiday, parental leave, flexible working, disciplinary and grievance process.
- **Data Analysis**- Support the Group People and Talent Manager in reviewing and analysing data for reporting purposes such as LTS, sickness, engagement, training requirements (list is not exhaustive). Prepare this information to be distributed to the Group People and Talent Manager and board members .
- **Internal initiatives**- Support and on occasions take the lead on internal campaigns to support with employee engagement such as Culture Club, public holiday campaigns to promote positive engagement. This could include arranging external well-being talks with experts, gifting employees Halloween treats, preparing/supporting Summer, and Christmas parties.
- **Employee Relations**- Be the first point of call for any employee related issues. You may be required to lead in meetings and give adequate advice to managers with agreement from Group People and Talent Manager to mitigate any issues. You will also be required to produce and supply any written communication to employees in relation to their employment status, this includes salary, promotion, termination, and probations letters to name a few.
- **Recruitment**- You will be responsible for all recruitment drives within the agency. This includes updating job descriptions, liaising with hiring manager on requirements, advertising the role with support from Marketing function, reviewing, and screening prospective candidates before putting them forward. Arranging interviews and updating ATS tracker. It will also be important to update hiring manager on a regular basis.
- **Payroll**- Collating and providing payroll information to Executive Assistant and Finance Director in a timely manner.
- **Reward and Recognition**- Assist with the reward and recognition programs as and when required
- **Employment Law**- To keep abreast of new employment law updates and supporting with communicating and realigning policies.

TOP BANANA.



- **Reporting-** Provide Group People and Talent Manager with monthly updates regarding ER, initiatives, statistics in relevant formats.
- **On-boarding/Off-boarding-** Ensure all new starters have completed the structure on-boarding process from the point of offer. This will include liaising with IT to arrange work equipment, support Office Manager in scheduling induction calls, arrange first month new starter check-ins, assign employee buddy/support, schedule in probation reviews. Arranging exit interview to be conducted with Group People and Talent Manager.
- **Training-** Support Group People and Talent Manager with arranging training initiatives for Top Banana, whether that be reviewing diaries to schedule training sessions, reviewing and updating training skills matrix. Communicating to Group People and Talent Manager any training requirements that have been flagged.
- **Adhoc-** There may be occasions whereby you will be asked to support specialist projects to drive the wider objectives for the Group, such as 'best company to work for' applications, internal programs well-being programs, diversity, and inclusion initiatives to name a few.
- **Company Culture** – Demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

Skills

- 1-3 years' generalist HR experience
- Knowledge and understanding of HR policies, employment law and employee relations
- Previous administration experience
- Understanding of monthly payroll collation
- Organised and methodical approach
- Can work autonomously
- Understanding of how to approach disciplinary, grievance and flexible working meetings – preferable
- Basic understanding of TUPE procedures – preferable
- basic understanding of redundancy procedures – preferable