

HR Officer – Part-Time FTC Up To 12 Months

About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

Role Purpose

Reporting to the CFO/COO, the HR Officer will be responsible for managing all HR operations, ensuring all processes and reporting are being provided correctly and on time. You will be responsible for up to 50 employees and providing an efficient and effective HR service. The right candidate will be willing to get stuck in and offer a hands-on approach to the office.

What You Will Do

- To oversee and authorise the preparation and issue of appropriate contractual documentation in relation to appointments, terminations and variations of employment.
- Develop recruitment best practice, processes and procedures including onboarding data and programme.
- Track and manage the recruitment budget.
- Account manage external recruiters when needed, and support hiring managers in the roles they are recruiting for.
- Support and develop the wider team with their professional development.
- Manage the staff performance review process.
- To advise and assist senior management team with more complex employee relations and act as escalation for stakeholder management issues.
- To manage ad-hoc HR project work.
- Review all HR operations and processes to assess whether they are fit for purpose, recommending alternatives where appropriate.

What We're Looking For

- Significant experience in HR, particularly in a generalist role.
- Has implemented new training programmes.
- Knowledge of HR policies and practices and current employment legislation.
- Effective verbal and written communication skills.
- A hands-on approach and a can-do attitude.
- CIPD Qualified.

What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at *Be the Business*, please send your details to:
careers@bethebusiness.com