

Job Description

Job Title	HR Officer
Location	Central London
Reporting to	Senior HR Advisor
Direct Report	N/A
Term (Temp/Perm)	Fixed- Term- 18 months
Salary range	£23,000 - £25,000

Overview

The Careers & Enterprise Company was set up by government in 2015 to inspire and prepare young people for the fast-changing world of work. Our role is to be the national network that connects schools and colleges, employers and careers programme providers to create high-impact careers opportunities for young people.

Executing against this modern and dynamic blueprint cannot be done in isolation. It requires thousands of people from schools, colleges, employers and careers and enterprise providers working together. At the Careers & Enterprise Company, we are committed to working with others to create a network that delivers these encounters and helps schools and colleges build careers and enterprise aligned with this best practice.

Our four pillars of work

- 1. Building local networks:** We are building a national network in collaboration with Local Enterprise Partnerships that connects schools and colleges to employers across the country.
- 2. Finding out what works:** Our research draws together what is known about the best ways to prepare young people for the world of work.
- 3. Backing proven ideas:** Our investment funds helps the best ideas spread quickly. We use these programmes to develop best practice and leverage additional investment into the system, with over £15million in external funding secured to date.
- 4. Supporting careers and enterprise with technology:** We are developing a digital infrastructure to support young people into the world of work and to help schools and colleges to optimise their careers and enterprise provision.

Christine Hodgson, Chair of Cag Gemini, is our Chair. Other Board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The Company is led by Claudia Harris, CEO and former partner at McKinsey.

For more information visit www.careersandenterprise.co.uk

Role Scope

We have a team of around 60 people and as a new organisation have grown rapidly in our first two years. As the HR Officer, you will play a crucial role in supporting the HR team to build, scale and deliver the next phase of the organisation's growth to enable us to bring together schools, colleges, employers, and providers to build local networks that deliver well-evidenced careers support for young people. Human Resources is critical to supporting the organisation to grow, build integrated, supported and motivated teams and ensure we create a positive experience for all employees throughout their journey with the company. This function also has an important role in ensuring we live by example, supporting young people to access opportunities in the organisation and offering staff opportunities to take their five volunteering days to deliver the Company's overall mission.

You will support the Senior HR Advisor to deliver human resources elements of the organisation including recruitment, contractual documents, compliance, employee engagement and administration. You will maintain a highly organised and accurate database system and support the recruitment process in an efficient manner, which provides all candidates with an excellent experience.

Key Responsibilities

- Support recruitment across the company, working with the team to recruit a diverse, high performing team: Advertise vacancies, capture all information into the database, arrange interviews and ensure all paperwork is completed, arrange assessments and presentation equipment, book meeting rooms and create interview packs for managers.
- Assist the Senior HR Advisor in creating new starter documentation, chasing references, set up of equipment and ensure the employee database is up to date.
- Support the Senior HR Advisor with induction sessions for new starters in the Company.
- Work with the Finance Manager to ensure payroll is completed in a timely and accurate fashion.
- Assist the absence management process by logging all holiday and sickness absence onto the central planner and ensure all return to work forms are returned to the HR team.
- Create meaningful reports for the Head of HR to identify trends and patterns.
- Support employee engagement activities including organising team meetings, external speakers, 'Immerse Yourself' sessions, maintaining a log of all employee's birthdays and work anniversaries to ensure they receive cards, and supporting with planning and delivery of whole organisation away days and similar events.
- Support the Senior HR Advisor in developing and embedding HR policies and procedures across the organisation.
- Undertake ad hoc projects and activities to support the company's overall aim of preparing young people for the world of work.

Qualifications & Experience Required:

- Recent experience as a HR Assistant/ Officer role within a fast-paced environment.
- Experience of recruitment and selection is essential.
- Ideally studying towards CIPD qualification but not essential.

Skills & Our Core Competencies:

- Written and oral communication of an high standard with strong interpersonal skills.
- Displays integrity - is sincere in own behaviour and in dealings with others.
- Reliable, trustworthy and ability to maintain confidentiality at all times.
- Determined and tenacious, persistent and focused on the end results and quality of output.
- Ability to work well under pressure.
- Intermediate user of Microsoft Excel, Word and PowerPoint.