

BRO MYRDDIN HOUSING ASSOCIATION

JOB DESCRIPTION

Post Title:	Temporary Corporate Resources Officer (Maternity Cover)
Department:	Corporate Resources
Responsible to:	Corporate Resources Manager
Responsible for:	N/A
Location:	Association's Headquarters, Carmarthen

Objectives of Post

To assist the Corporate Resources Manager to provide administrative support to the Association's Board, Committees, Executive Management Team to ensure that services are delivered in time and to Bro Myrddin's standards, maximising performance and seeking continuous improvement.

To provide administration and HR support by maintaining employee database/files, policies and procedures, recruitment process, training and any Health & Safety matters relating to employees within the Association.

To support the Director of Corporate Resources with the Welsh Language Plan together with any statutory publications.

1. Human Resources

1.1 Recruitment

To be responsible for:

- Administration of job advertisements;
- Co-ordinating interviews;
- Administration of Inductions and Probationary Reviews;
- Dealing with Recruitment Agencies.

1.2 Personnel

To be responsible for:

- Maintaining sickness records, DBS Checks and personnel files;
- Maintaining Staff Vehicle Documentation Register together with expenses;
- Administration of 1-2-1/Staff Appraisal systems and processes.

1.3 Training

To be responsible for:

- Preparing and maintaining system for recording and monitoring staff training plan and budget including arranging courses (& e-learning courses) as appropriate and administration of electronic training request and post evaluation systems;
- Co-ordinating bookings, venues, transport etc.
- To assist Corporate Resources Manager to implement requirements of Investors in People (IIP), including preparation for IIP accreditation renewal;

- Ensuring that Evaluation forms are completed and the necessary statistical data is available when necessary.

2. Governance

To be responsible for:

- Arranging, servicing and taking minutes at the Performance, Audit Risk Committee and support the CEO/Directors of Services accordingly;
- Working with line manager regarding the Association's Annual General Meeting and other conferences & events required by the Association;
- Completing of Affiliation fees; Afon, Annual Returns together with any Compliance Welsh Government returns as required;
- Maintaining and updating statutory and other registers including Declaration of Interest, Party Related Declaration, Gifts and Hospitality;
- Maintaining the Secured Board Portal;
- Maintaining and updating the Association's Policies & Procedures Register.

3. Office Management and Services

To be responsible for:

- Supporting the Resident Scrutiny Panel by providing an effective administrative support service.
- Supporting line manager with the Association's Complaints and Compliments processes;
- Supporting the CST with maintaining fire safety requirements through the office including co-ordination of regular Fire Drills, weekly Fire Alarm and Panic Alarm testing and regular Fire Evacuation Chair checks, Emergency Lighting testing etc.
- Arranging Fire Drills and Fire Evacuation Chair training;
- Ensuring Association's First Aid practices are maintained:
 - Trained representatives
 - Up-to-date first aid kits
 - Up-to-date notices.
- Maintaining the Health & Safety Registers;
- The Association's Archiving system with Formex and register is maintained;
- Supporting line managers with Peoplesafe (Lone Working) and be responsible for setting up new mobile devices for current/new Lone Workers.

4. Performance

To be responsible for:

- Working with the Executive Management Team in collating performance information;
- Ensuring that the relevant performance monitoring reports are available for the appropriate performance meetings.

5. Translation Services

To be responsible for:

- Any Welsh translation when required (e.g. Website/Social Media/Publications);
- Proof reading the Association's Publications when required.

General

- To support the CEO in the absence of the Corporate Resources Manager.
- To support the CST with any Development matters when required.
- To work in accordance with the Association's Equality, Diversity and Inclusion policy in all aspects of these duties.
- To ensure that requirements of the Data Protection legislation (including GDPR) are complied with in carrying out the duties of the post.
- To act in accordance with the Association's Health & Safety policies at all times.
- To be proactive in the Association's risk management processes.
- To work and act in accordance with the Association's values.
- To carry out other duties appropriate to the post as necessary or required.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change following review and consultation with the Corporate Resources Manager and/or Director of Corporate Resources.

PERSON SPECITIFACTION			
E: Essential		D: Desirable	
Qualifications			
E1	Good level of education (minimum of 4 GCSEs, NVQ Level 2 or equivalent)		
Experience			
E2	Be confident with using of Microsoft Office products effectively	D1	Experience of research, analysis and report writing.
E3	Experience of working under pressure to meet deadlines	D2	Ability to work with less supervision and accept responsibility
Skills & Abilities			
E4	Ability to provide and maintain strong professional relationships with Stakeholders, Executive Management Team, Residents and Staff	D3	Able to manage high workload and conflicting priorities.
E5	Ability to act in a positive, friendly, flexible and non-judgemental way to all stakeholders.	D4	Able to produce reports for senior managers
E6	Communicate and produce written work in Welsh		
E7	Excellent communication (oral and written), organisational and administrative skills		
E8	Ability to prioritise, deliver workload and achieve targets		
E9	Ability to embrace change to sustain and improve services delivered in the environment you work.		
E10	Able to attend and minute evening meetings		
E11	Have experience of accurate minute taking		
E12	A strong team player		
Other requirements			
E13	Ability to maintain confidentiality		
E14	Awareness of Data Protection legislation (including GDPR)		
E15	Undertake all mandatory training relevant to the role and be responsible for your own Continuous Personal Development (CPD)		
E16	Commitment to Equality and Diversity		

TERMS AND CONDITIONS OF EMPLOYMENT

Salary	£20,354 per annum
Job Term	Full-time / Temporary (maternity cover)
Hours of work	Your normal hours of work will average 34.5 hours per week. Monday to Thursday 08:30 – 16:30 with 1 hour for lunch Friday 08:30 – 16:00 with 1 hour for lunch
Holidays	30 per annum plus bank holidays. Holiday entitlement will be based on a pro-rata basis when employees commence part-way through this period.
Association sickness pay	You may be entitled to <i>Company sick pay in addition to</i> Statutory Sick Pay (SSP) during any unavoidable absence through sickness or accident.
Expenses	Travelling or any other expenses incurred on Association business will be reimbursed.
Pension	The Association offers Defined Benefit pension schemes through the Social Housing Pension Scheme. Employees will be automatically enrolled on to the Defined Contribution (DC) scheme if they meet the criteria but can indicate if they wish to join one of the other schemes.
Probationary period	Post is subject to completion of a THREE MONTH probationary period.
Other Employment	It is expected that you will devote your whole time and attention to this Association during your working times.
Health & Safety	All safety regulations must be observed. Any necessary safety equipment and protective clothing will be provided.
Smoking	The Association operates a no-smoking policy, which must be observed at all times during working hours.
Offer of employment is subject to:	<ul style="list-style-type: none"> • Receipt of at least two references satisfactory to the Association • Receipt of an enhanced DBS check • Satisfactory Medical Screening • Confirmation of right to work in UK.