

## **NASUWT JOB DESCRIPTION**

### **PURPOSE**

The People Officer is responsible for providing a professional HR service across the organisation, including giving advice as appropriate and supporting the National Official (People and Development).

### **MANAGEMENT**

The People Officer is responsible to the General Secretary under the line management of the National Official (People and Development).

### **LOCATION**

The People Officer is based in the People and Development Team at NASUWT Headquarters, Hillscourt Education Centre, Rose Hill, Rednal, Lickey, Birmingham B45 8RS.

### **RESPONSIBILITIES OF ALL POSTS**

All post holders must undertake their responsibilities in such a way as to:

- promote the NASUWT's organising agenda;
- recruit and retain members of the NASUWT;
- promote the NASUWT and its policies;
- promote equality of opportunity.

### **PRINCIPAL RESPONSIBILITIES**

1. To undertake tasks relevant to the provision of an HR service to employees and managers including:
  - provide coaching and advice on a range of people management issues in order to ensure effective service delivery;
  - case management including sickness absence, disciplinary, capability and grievance;
  - managing the recruitment and selection process to fill vacancies;
  - support the on-boarding and induction of new starters;
  - researching, monitoring and reviewing developments in employment law and regulations as directed by the National Official (People and Development);

- drafting policies, procedures, briefings, and guidance as required;
  - managing people related projects as directed by the National Official (People and Development);
  - attending internal meetings, conferences and seminars, and meetings with external agencies and organisations, as directed by the National Official (People and Development);
  - developing and maintaining the ITrent HR system;
  - liaising with payroll and inputting payroll information into the ITrent system.
  - developing and producing management information and reports, as requested.
2. To work in co-operation with the staff across the organisation on projects and initiatives as required.
  3. To undertake any other reasonable duties requested by the National Official (People and Development).