

**HR Advisor/Staff Welfare Officer**  
**15 hours pw, to be worked flexibly**  
**£29,777 FTE**

Haverhill Town Council is seeking an aspiring or retiring HR professional interested in a part-time role at our busy council. As well as maintaining HR records and preparing the payroll, the role requires a focus on staff welfare for our team of over 50 people, making sure that training, compliance and our employment practices remain aligned with good practice. Experience in HR work is essential, preferably but not necessarily in the public sector. Closing date: 8<sup>th</sup> July, interviews week of 15<sup>th</sup> July 2024.

An application form can be downloaded from [www.haverhill-tc.gov.uk/vacancies](http://www.haverhill-tc.gov.uk/vacancies)  
*Please note CVs alone will not be accepted and we encourage all applicants to actively set out how their life experiences (inside and outside of paid work) demonstrate their suitability for the role set out in the job description and how they meet the person specification.*

For an informal conversation or any questions of clarification about the job role, the Town Clerk can be contacted via email [colin.poole@haverhill-tc.gov.uk](mailto:colin.poole@haverhill-tc.gov.uk) or by telephone, 01440-718938 during normal office hours.

## **Haverhill Town Council**

### **JOB DESCRIPTION**

<b>Post Title:</b>	Staff Welfare Officer
<b>Responsible to:</b>	Town Clerk
<b>Responsible for:</b>	HR & Training Administration, Payroll and Staff Welfare
<b>Hours:</b>	15 hrs/week
<b>Salary:</b>	SCP19 £15.43ph (FTE £29,777) (Pay award pending)

#### **Overall Responsibilities**

- a) Administer HR processes for council employees including recruitment, contracts, amendments, holidays, sickness absence and training.
- b) Work with the Deputy Clerk to administer the council's monthly payroll system.
- c) Support staff welfare, relations, teambuilding and morale.
- d) Provide administrative support for disciplinary and grievance processes.

#### **Specific Responsibilities**

1. To administer HR processes for the council:
  - a) Record keeping for personnel files.
  - b) Preparing job adverts, shortlisting, contracts for new staff.

- c) Administrating changes to employee's terms and conditions.
- d) Issuing annual leave cards and maintaining a record of annual leave.
- e) Recording sick leave and alerting senior managers to excessive sick leave.
- f) Arranging appointments for HR-related meetings including OH referrals.
- g) Maintain training records for staff and ensure the council's training matrix is completed for all staff as appropriate.

## 2. Payroll

- a) Ensure all timesheets are received from staff in good time.
- b) Complete the monthly payroll from the timesheets.
- c) Work with the deputy clerk to ensure the payroll is accurate.
- d) Work with the council's preferred payroll provider to ensure any changes to employment are properly and promptly dealt with and notified.
- e) Process starters and leavers forms.
  
- f) Ensure good pensions records are kept and auto-enrolment records are up to date.
- g) Complete pension returns as required.
- h) Assist staff with any payroll queries.

## 3. Support staff welfare

- a) Work with the Operations Manager to ensure council employees have safe and supportive working conditions.
- b) Provide a listening ear to staff and suitable signposting.
- c) Organise teambuilding activities such as staff outings and meals.
- d) Work with others to maintain a positive working environment.
- e) To develop and maintain effective working relationships with trade unions.

## 4. Support formal HR processes

- a) Provide administrative support for formal disciplinary processes such as grievance, disciplinary and redundancy matters.
- b) To attend formal meetings as required, support investigations and prepare for meetings/hearings which are of a sensitive and confidential nature.
- c) Ensure accurate recording of all HR case work including minutes, emails, letters, witness statements.
- d) Assist in the development of HR-related policies and procedures.

## Other Duties

1. To attend meetings as required by the Management, including Personnel Committee meetings.
2. Ensure HR knowledge is up to date, including legislation, best practice and trends in HR especially across the local council sector.
3. Improve HR skills across the council through coaching and mentoring and active participation in problem-solving.

4. To act as a good ambassador for the Council.
5. Undertake and training as required to enable you to do a broader range of duties within your personal capability.
6. To carry out any other duties as might reasonably be required within the general orbit of responsibilities of the post.

April 2024

## PERSON SPECIFICATION

### Staff Welfare Officer

<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b><i>Qualifications</i></b>		
Good standard of spoken English	Recognised HR qualification	Application form/interview
<b><i>Experience</i></b>		
Previous experience in HR		Application Form / Interview
<b><i>Knowledge</i></b>		
Understanding of UK employment law and best practice	Membership of IPM	Application Form / Interview
<b><i>Special Aptitudes</i></b>		
Good understanding of the importance of good corporate governance in public bodies		Application form /Interview
Clean / Smart appearance		Interview
Courteous with customers		Interview
Empathy with employees and the issues they face locally.  Bright, confident and friendly  Good sense of humour  Ability to operate effectively within a small team.  Confident, professional, enthusiastic and self-motivated		Interview