



THE HONOURABLE SOCIETY OF THE
MIDDLE TEMPLE

Human Resources Officer

The Honourable Society of the Middle Temple – City of London
£30,000 plus excellent benefits

The Inn

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources including accommodation, dining facilities, a library and other training. The HR function supports and advises all of the Inn's staff as well as the Council of the Inns of Court (COIC), approximately 130 employees and workers in total. Due to the nature of the organisation the Inn's staff is made up from a diverse range of roles. This makes the work carried out by the HR department very varied and interesting and is a fantastic opportunity for somebody looking to develop a career in HR to gain a broad experience of HR practices.

The role

We are looking for a Human Resources Officer to support the Human Resources team in delivering the full range of HR services to the Inn.

Requirements

The successful candidate will have:

- A degree, ideally in a Humanities related subject.
- Working towards or achieved CIPD Level 5 qualification.
- Strong administration experience within a HR environment.
- Excellent communication and interpersonal skills.

How to apply

If you wish to apply please send your CV and a covering letter detailing why you believe you are the right person for the role to Sophie Frankis, Head of Human Resources at recruitment@middletemple.org.uk. The closing date for applications is **Sunday 7th July 2019**.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us by 2nd August 2019, please assume your application has not been successful on this occasion.

Middle Temple is an Equal Opportunities employer.



Job Title:	HR Officer
Department:	Human Resources
Reports to:	Head of Human Resources
Job Purpose:	To fully support the Head of Human Resources in delivering the full range of HR services to the Inn.
Hours:	Monday – Friday 09:00 – 17:30

Duties & Responsibilities:

General

- Advise staff on the current suite of benefits (e.g. private healthcare) provided to staff.
- Management of maternity and paternity policies including advising staff throughout maternity/paternity leave and production of written communications.
- Set in place processes to enable information to be stored securely and accessed readily when needed in line with the Data Protection Act legislation and the Inn's Records Management policy.
- Produce and distribute monthly metrics reports to managers on attendance, turnover, headcount etc.
- Maintenance of the HR section of the Inn's website and Inn-tranet.
- Assist the Head of Human Resources with the identification and implementation of staff wellbeing initiatives.
- Assist staff with the use of the ADP system as required.
- Support the Head of Human Resources in the implementation of key projects.
- Acting as part of the face of HR, collaborating with staff and managers across the business to help solve problems and manage issues.
- Advise staff on internal processes and best practice.
- Advise staff on Employee Relations issues as appropriate (including performance management, long term sickness, grievances and disciplinaries).
- Manage Employee Relations processes as appropriate.
- Assist the Head of Human Resources in managing essential bi-annual cycles such as performance reviews, salary reviews, training plans
- Take minutes at formal meetings as required.
- Work with Head of Human Resources and HR Administrator to complete annual policy review.

Recruitment

- Advise managers on recruitment process
- Creation of Job adverts and job descriptions.
- Advertise vacancies on Middle Temple website and other relevant job boards.
- Conduct interviews with managers.
- Monitor recruitment inbox.
- Contact unsuccessful candidates via email or telephone regarding the outcome of their application.



- Assist with the organisation of interviews

New Joiners and Leavers

- Responsible for preparation and distribution of HR documents in relation to the complete employee lifecycle, including but not limited to:-
 - New joiner; offer letter, contract and new joiner forms
 - Leaver; exit interview, leaver form and leaver letter.
 - Promotion letters
 - Change of T&Cs letters
 - Probation pass/extension letters
 - Probation reminders to managers
 - Preparation of job descriptions
- Design and deliver induction sessions for new joiners on their first morning including:
 - Responsibility for arranging mandatory training
 - Work with HR Administrator to ensure a tour and introduction to staff is arranged for new joiners.
 - Responsibility for ensuring joiner paperwork is complete
- Ensure that all necessary paperwork and administration is completed in a timely manner including:
 - New joiner paperwork is complete
 - Update HR system
 - Inform payroll of new joiner details

Performance Review

- Maintain and issue Probation Review forms for completion by managers and employees during the review process.
- Assist with training and guidance on completing the Probation Review forms.
- Responsible for ensuring all forms are returned, logged and filed in a timely manner.

Administration

- Ensure administration of the current suite of benefits is completed timely and accurately in conjunction with the HR Administrator.
- Keep accurate training records for all members of staff on the ADP system.
- Responsible for monitoring and updating the HR & Payroll database (ADP) - updating new employee details, starters, leavers, changes.
- Monitoring and updating of Inn's absence and holiday records and providing reports monthly on attendance and trends.

Main responsibilities as employee:

Compliance with all policies and procedures of the Inn relating to employees as set out on the Inn-tranet, the Staff Handbook, your contract of employment and any other documents produced and issued from time to time.

Work within the Inn's formal governance structures. Any deviation to this must be agreed in advance with the Chief Executive and Under Treasurer.



Comply with all reasonable instructions given by the Chief Executive and Under Treasurer and by Governance Committees of the Inn or their nominated deputies. Maintain a positive attitude and constructive behaviour at work at all times.

Person specification:

Skills and Experience	Essential	Desirable
Qualifications and Experience	<p>University level degree, ideally in a Humanities related subject.</p> <p>Working towards or achieved CIPD Level 5 qualification.</p> <p>Strong administration experience required within a HR environment.</p> <p>Experience of assisting with different aspects of the employee lifecycle.</p> <p>Experience of working with HR and Payroll systems.</p>	<p>Experience of working in a membership organisation.</p>
Skills	<p>Excellent administrative skills.</p> <p>High-level organisational and planning skills with the ability to manage conflicting and competing demands effectively.</p> <p>Highly proficient in all Microsoft programmes, particularly Word, Outlook and Excel.</p> <p>Excellent written, presentation, oral communications, and interpersonal skills.</p> <p>Ability to influence, negotiate and persuade.</p>	
Personal qualities	<p>Calm under pressure, patient and measured.</p> <p>Strong working relationships developed at all levels within the organisation and with external suppliers.</p> <p>Positive, proactive and pragmatic approach.</p>	



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	Tact, diplomacy, discretion, sound judgment and confidentiality.	
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