

SENIOR HUMAN RESOURCES OFFICER- JERSEY

JOB IDENTIFICATION	
Job Title:	Senior Human Resources Officer
Reports To:	Human Resources Manager
Department:	Human Resources
Persons to be supervised:	None

THE ROLE

Purpose

The Jersey Senior HR Officer is expected to provide core HR activities that support a quality service delivery to the Jersey Appleby team, across the spectrum of day to day HR activities.

To work closely with the local Partners and HR team on delivering various HR initiatives, including recruitment, onboarding, succession planning, retention initiatives, performance management, employee relations, diversity and inclusion, talent management and advisory support to key stakeholders.

To be familiar with employment law, regulations, statutory provisions as well delivering on general administration including HR system processing, production of Management Information and payroll.

Principal Duties and Responsibilities**Recruitment and Onboarding**

- Responsible for the recruitment of permanent and temporary employees in Jersey, e.g. liaising with recruitment agencies, candidates and Line Managers, monitoring CV Mail, preparing job descriptions and conducting interviews.
- Managing work experience students from initial interview, preparation of offer letter, liaising with fee earners to ensure students gain relevant experience, feedback from both parties.
- Responsible for the coordination of new joiners from approving offer letters and employment

contracts, arranging induction training and monitoring their probation process.

- Ensuring that the firm complies with all immigration and regulatory requirements such as work permit applications.

Performance and Talent Management

- Approve and monitor payment of annual professional memberships and certifications for lawyers and other professionals, which assists their CPD.
- Ensure that regular annual and mid-year performance reviews are carried out on behalf of all employees, monitoring and administering the process.
- When required, assist the Head of HR in implementing disciplinary procedures in accordance with the firm's policies.
- Take a proactive role in monitoring the Performance Improvement Process (PIP).
- Input into succession plans and keeping data recorded.

Employee Relations

- Where appropriate, conducting return to work interviews, following periods of absence.
- Assisting with maintaining the Employee Handbook and drafting new policies and procedures with supervision.
- Building strong relationships with external regulatory authorities.
- Maintain a good working knowledge of local employment legislation and best practice policies and procedures in all matters relating to human resources. This may involve attending local CIPD events and other relevant CPD training sessions; reading bulletins and local publications and other relevant literature.
- Advising colleagues on matters in a confidential manner to provide guidance and support on complex welfare issues, referring matters to the Head of HR where appropriate.
- Acting as a point of reference for staff with queries regarding policy, procedures and other related matters.

HR System Processing

- Responsibility for processing the monthly payroll and liaising with a third party provider.
- Ensuring the accurate maintenance and security of HR records for all staff and assisting in general administration duties for the department.
- Accurate recording of information in Management Information Systems, hitting monthly submission deadlines.

Knowledge, Skills and Experience Required

- Educated to degree level and/or holding a relevant professional qualification such as part or fully qualified CIPD, or studying towards the qualification.
 - A minimum of 2 years' experience in a similar role, ideally in a legal or professional services environment.
 - Strong track record in administering payroll.
 - Excellent communication skills including the ability to compose routine correspondence.
 - Excellent organisational and time management skills with the ability to recognise and prioritise urgent matters and exercise discretion and confidentiality in all matters.
 - A high level of accuracy and attention to detail.
 - A thorough knowledge and understanding of local employment legislation, as well as an awareness of UK employment law.
 - Excellent IT skills, in particular in relation to HR systems, Outlook, Excel and Word.
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