



## Job Description and Person Specification

<b>Job Title:</b>	<b>HR Adviser</b>
<b>Hours of work:</b>	Full time (35 hours per week)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	ER & HR Business Partner
<b>Matrix reporting</b>	Also supporting the EDI Lead
<b>Accountable to</b>	ER & HR Business Partner
<b>Place of Work:</b>	Hybrid working preferred Flexible working available
<b>Grade and package:</b>	Grade B London weighting (HQ / Hybrid)
<b>Information about the Society and College:</b>	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 30,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>
<b>Job Purpose</b>	To support the ER & HR Business partner in the provision of an effective business-focused core HR services and the implementation of people related aspects of the SOR / COR strategy and DEIB action plan.
<b>Dimensions:</b>	Administration, data processing and internal communications.



<b>Key Objectives:</b>	<p><b>HR Responsibilities</b></p> <p><b>Recruitment, Onboarding and Payroll liaison</b></p> <ul style="list-style-type: none"><li>• Supporting the clearly documented recruitment process including set up and administration within the Applicant Tracking System and the processing of advertising orders.</li><li>• Liaise with hiring managers on the set up of interviews and communicate directly with candidates on the status of their application including regrets and interviews, and communication of feedback from recruiting managers to candidates.</li><li>• Support the issue of conditional and unconditional offers of employment.</li><li>• Process pre-employment checks through to offer stage and arrange subsequent induction and onboarding process for new starters.</li><li>• Ensure Finance have all necessary documentation for payroll.</li></ul> <p><b>Employee Benefits &amp; Wellbeing</b></p> <ul style="list-style-type: none"><li>• Maintain the registration to online benefits platforms, pensions registration and any other benefits to which employees are entitled. Under guidance from the ER &amp; HR Business Partner, generate quarterly reporting on usage to inform the HR Dashboard.</li><li>• Update internal communication platforms with additional content as directed by ER &amp; HR Business Partner and spotlight (on a scheduled and agreed basis) topical information on employee benefits, wellbeing for employees and prospective employees and matters related to the DEIB action plan.</li></ul> <p><b>Data, record keeping and reporting</b></p> <ul style="list-style-type: none"><li>• Maintain up to date records in the HR database and Sickness Records in Edays and produce reports, under direction from the ER &amp; HR Business Partner, and to support the DEIB action plan and lines managers in absence management re.</li><li>• Collate and circulate data from the Learning Management System concerning mandatory training compliance.</li><li>• Provide data for quarterly KPI reports</li><li>• Set up surveys and produce associated reports from survey platforms for HR and DEIB action plans.</li></ul> <p><b>Training</b></p> <ul style="list-style-type: none"><li>• Maintain and update employee registrations and enrolments in the Learning Management System(s) and produce standard reports on a quarterly basis on compliance, co-ordinate bookings for external programmes and administer arrangements for the provision of CPD and learning lab interventions.</li></ul> <p><b>Meetings Support</b></p> <ul style="list-style-type: none"><li>• Provide meetings administration support for the Staff Consultative Group process monthly, including arrangement of meetings, circulation of papers and minute taking.</li></ul> <p><b>Pension administration</b></p> <ul style="list-style-type: none"><li>• Process new joiners, op- outs, and in collaboration with the Pension Administrator support the pensions administration process as required. Provide in-person support at Pension Trustee meetings as required.</li></ul>
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	<p><b>Survey administration and reporting</b></p> <ul style="list-style-type: none"> <li>Administration of engagement surveys and the download / charting of reports.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Respond to enquiries for advice from colleagues on a wide variety of HR issues including interpretation of policies and procedures, terms and conditions and routine Occupational Health referrals. and escalate as appropriate</li> <li>To support the ER &amp; HR Business partner in coaching and developing managers in HR good practice.</li> <li>Maintain general filing systems in line with data protection and retention policies, including (but not limited to) mandatory documents such as contract of employment, contract variations and expression of wish declarations.</li> <li>Support the ER&amp;HR Business Partner and EDI Lead in the administrative aspects of the DEIB action plan.</li> <li>Undertake other duties as appropriate to the areas of responsibility of the post</li> <li>Carry out all duties in accordance with the policies and procedures of the Society &amp; College of Radiographers</li> </ul>
<b>COMMUNICATIONS AND KEY RELATIONSHPS</b>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>ER &amp; HR Business Partner</li> <li>EDI Lead</li> <li>Head of Finance</li> <li>Finance Administrators for payroll and invoicing processes.</li> <li>Chief Executive Officer and the Executive Directors</li> <li>Other Heads of Department</li> <li>Employees &amp; departments within the Society and College</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Applicants &amp; prospective employees</li> <li>Recruitment and advertising agencies</li> <li>Training providers</li> <li>Account managers for HR service providers</li> </ul>



## Person Specification

<b>KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED</b>				
	<b>Skills / experience / abilities required</b>	<b>E</b>	<b>D</b>	<b>Evidenced by</b> <b>(Application form, practical</b> <b>assessment, interview)</b>
	<b>Essential = E / Desirable = D</b>			
	<b>Previous Experience</b>			
	Demonstrable experience of at least 24 months HR administration in a core HR function.	✓		Application form / Interview
	Demonstrable experience of supporting DEIB culture change projects across a similar sized organisation	✓		Application form / Interview
	Experience with effective remote working		✓	Interview
	Experience of survey design, analysis and collation of data	✓		Application form, interview
	Experience in administration and reporting of HR data, KPIs and metrics	✓		Interview
	Experience of minute and note taking		✓	Interview
	<b>Qualifications &amp; Knowledge</b>			
	Secondary education or qualification	✓		Application form
	Associate member of CIPD	✓		Application form
	Studying CIPD qualifications or willingness to commence study		✓	Interview
	Advanced competency and experience of Microsoft Outlook, Word, Excel and reporting and PowerPoint	✓		Application / Practical Assessment
	Knowledge of digital meeting software including setting up meetings, screen sharing, chat functions and breakout rooms.	✓		Interview
	Knowledge of a survey tools		✓	Application
	Knowledge of Data Protection legislation in practice as it applies to HR and employment	✓		Interview
	Awareness / knowledge of the radiography or health care profession		✓	Interview
	Knowledge of trade union profession and / or professional bodies		✓	Interview
	<b>Abilities, Skills, Competencies &amp; Behaviours</b>			
	Able to maintain confidentiality and handle sensitive information	✓		interview
	Meticulous attention to detail and extremely high standards of delivery, striving to consistently exceed expectations;	✓		Application form, interview
	Has good systems of work in place to maintain a high level of organisation using a thorough and methodical approach	✓		Application form, interview



Ability to prioritise own workload to meet deadlines, and see assigned tasks through to completion without needing reminders	✓	Interview
Excellent planning skills, ability to anticipate demand plan workload accordingly	✓	Application / Interview
Ability to work with absolute discretion and confidentiality	✓	Interview
Accurate minute taking skills	✓	Interview
Excellent communication skills: clear, effective and confident in spoken communication	✓	Application form, interview
High standard of written English, able to write clearly, logically, concisely and appropriately for the audience	✓	Application form, practical assessment
Good standard of numeracy, relevant to the role	✓	Practical assessment
High level of accuracy when working with data with systems in place for checking data integrity	✓	Interview / Practical assessment
Ability to work as part of small team and able to demonstrate a pro-active, flexible, hands-on approach	✓	Interview
Self-motivated with an ability to see assigned tasks through to completion without needing reminders	✓	Interview
Well-developed interpersonal skills, including a calm, assertive, persuasive and professional approach and the ability to build rapport and working relationships with colleagues and stakeholders	✓	Interview

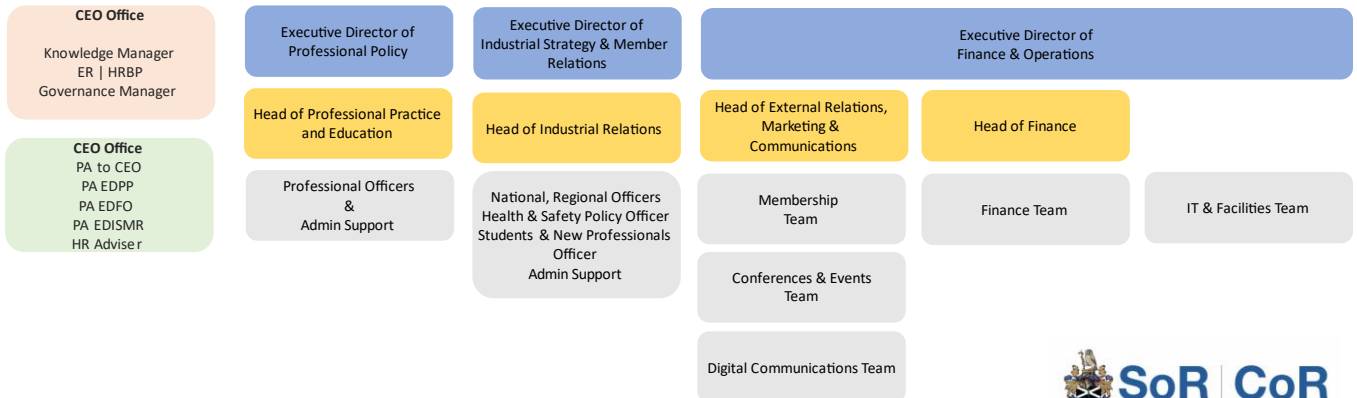
**FOR EXTERNAL USE**

**Society and College Radiographers**

Key to chart



Chief Executive Officer





**SoR**  
THE SOCIETY OF  
RADIOGRAPHERS

**CoR**  
THE COLLEGE OF  
RADIOGRAPHERS