



Homes that change
people's lives

Job Advert: HR Officer

Details

Reference

001669

Salary

£29,000 - £31,000

Department

Human Resources

Hours

25 hours per week

Job Type

Permanent

Location

Rudgeway , Near Bristol

Closing Date

Friday, 12 July 2024

Planned Interviews

Wednesday, 17 July 2024

Job Description

Elim is a charitable social landlord based in Bristol with a vision '**to meet housing need and deliver homes that change people's lives**'. This ambition is present in everything we do. We have around 900 homes located across South West England, the Birmingham area and Wales, and we provide homes for social or affordable rent across each of these areas. We provide homes for shared ownership in South West England, and are one of the largest providers of supported accommodation to people who have experienced homelessness in Bristol and Gloucester.

We offer a diverse and inclusive culture in line with our Elim **CARES** Values. These were created in partnership with our customers, colleagues, Board and other stakeholders, and they represent our commitment to how we deliver our services and work together successfully:

C - Customers First – Customers are at the heart of our services and decision making

A - Aspirational and Accountable – We are ambitious for our customers, staff and stakeholders. We work with integrity, learn from mistakes and do what we say we will.

R - Results – We work hard and deliver great results for our customers and for Elim.

E - Everyone's view matters – We listen to understand, improve and build our services

S - Supportive – We tackle challenges head on and inspire each other to achieve our potential.

Key responsibilities

- The first point of contact for HR and employee relations queries, including policies and procedures and terms and conditions.
- Responsible for payroll administration, including accurately inputting new starter details and employee changes onto Sage and producing reports as required.
- Work with the Head of HR to source, commission and book training courses and activities to meet Elim's mandatory,
- Proactive in supporting line managers to address staffing and performance issues.
- Administer staff benefits, to include Pensions and Healthshield.
- Confidential and comply with GDPR and employment legislation.
- Responsible for the management and administration of start to end employment processes, from recruitment through the end of employment, ensuring an excellent service is provided to our internal customers.
- Contribute to projects and HR strategic initiatives, including Equality, Diversity and Inclusion and culture and values.
- Contribute to the design and delivery of management development and coaching sessions.
- Contribute to the achievement of HR key performance indicators and prepare statistical information and reports.

- Manage the administration of the HR management system (Cascade).
- Actively promote and role model the Elim CARES values in the customer service they provide

Person Specification

- CIPD qualification level 5 (or working towards it)
- Experience of providing advice and support to line managers on terms and conditions and policies and procedures.
- Experience of running a monthly payroll and year end payroll processes (ideally through SAGE).
- Experience of supporting managers at formal proceedings.
- Excellent IT skills specifically MS Office; particularly Word, Excel and Outlook, also keen knowledge and experience of the importance of databases and their role in providing accurate management information

Benefits

Elim recognises our highly skilled and dedicated colleagues are our greatest asset in achieving our vision. Elim colleagues benefit from:

- A great inclusive and values led culture that invests in your learning and development.
- 25 days annual holiday rising to 30 days.
- Paid day off for your birthday each year.
- Paid one day volunteer leave
- Flexible working
- Access to training and career development through Elim Skills Academy
- Company pension.
- Life Assurance.
- Health cash plan, which includes discounts to a wide range of shops and services.
- Free onsite car parking

For full details of Elim's benefits, culture and values please visit our website where you will also find colleague stories, sharing what it's like working for us.

Contact Us

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 Briarlands Office Park, Gloucester Road,
 Rudgeway, South Gloucestershire
 BS35 3QH

Call: 01454 411172

Email: HR@ElimHousing.co.uk

About US

Providing homes, supporting people.

Elim Housing is a socially responsible business delivering quality homes and support services which positively change people's lives.

We engage and innovate, and work in collaboration with others to enhance the wellbeing and independence of individuals and communities.