

## Job Description

1. **Job Title** HR Projects Officer
2. **Responsible to:** Head of HR
3. **Job Summary:** To co-ordinate, undertake, and deliver projects of varying size and complexity in relation to the ECI strategic plan and to comply with mandatory reporting requirements i.e., gender pay reporting, Department of Education census etc  
  
To manage attendance management for the Charity identifying sickness triggers and patterns of absence.

4. **Key responsibilities:**

As HR Project Officer, you will:

- Co-ordinate, undertake, and deliver projects of varying size and complexity in relation to the ECI strategic plan. i.e. Equality, Diversity and Inclusion reporting.
- Devise, plan and undertake research in relation to wellbeing, employee relations, resourcing, statutory obligations, reward, process improvements, equality, diversity and inclusion.
- Organise events, providing operational support, contribute towards communication and engagement activities, such as wellbeing initiatives.
- To complete statistical returns and reporting to Government including the Department of Education census and Gender Pay report.
- To complete salary benchmarking surveys to receive sector comparison reports.
- To assist with the drafting and updating of all employment policies
- To manage attendance management, identifying “triggers” and patterns of absence for teaching and support staff.
- To undertake any HR projects as directed by the Head of HR.

About You:

Your background, skills, and experience:

- Graduate member of the CIPD, or equivalent
- Evidence of continuous professional development in the area of HR
- Up to date knowledge of employment legislation and its practical application
- Practical experience working as an HR professional implementing projects and policies in a large complex organisation. Ideally including the charity sector.
- Providing high quality business-led advice across HR.

- Develop and deliver effective communication and engagement strategies that take into account different needs across a range of stakeholders.
- Able to identify, interpret and present data and statistics in accessible ways, and undertaking high quality research.
- Ability to build strong working relationships at all levels.
- The ability to work with discretion at all times.
- An ability to work both independently and as part of a team.
- Excellent verbal and written communication skills and strong IT skills.
- Good time management with the ability to work under pressure and prioritise as necessary.
- Commitment to ECI's values .i.e pursuit of excellence, integrity, participation and kindness.
- Previous experience of working in a school and / or knowledge of HR in schools and current school safeguarding regulations. Safeguarding and Child Protection awareness (although full training will be given in the area of Safeguarding and Child Protection and Safer Recruitment).

Hybrid and flexible working arrangements considered.

**Salary:** £18,600 per annum

**Hours of Work:** Term time (34 weeks) 9am to 3pm (30 minute unpaid lunch break). Some flexibility with actual working pattern and hybrid working available.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College Incorporated WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The Charity will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** You will be entitled to 25 days annual leave to be taken during the College/school holidays. Pay for this is included in your salary. You will also be entitled to bank holidays and the Christmas closedown.

**Other benefits include:**

- Life Assurance
- Annual pay review
- Use of college gym and sports facilities
- Free lunch during working hours
- Free tickets to College productions

**Safeguarding Statement**

Eastbourne College Incorporated is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

**Application process:**

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the '**Apply Now**' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- For further information please contact Human Resources Department by email: [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452300.
- The closing date for applications is noon on Tuesday 2<sup>nd</sup> May.