



Job Description

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| Job Title: | HR Officer |
| Department: | Human Resources |
| Certified Role: | No |
| Reports to: | Head of HR |
| Direct Reports: | None |
| Budget Responsibility: | No |

Purpose of role:

As of a small but busy HR team, the role will ensure the delivery of a full range of human resource services with focus on recruitment, the Senior Managers and Certification Regime (SMCR) and supporting the HR team with a range of administrative tasks. This is a broad role supporting two Senior HR Business Partners and the Head of HR. It provides a good opportunity to deepen HR knowledge and experience and to get exposure to the different business areas and colleagues at all levels of FBN Bank UK. There is also a number of HR projects to get involved in and personal initiative and suggestions for improvements are always welcomed.

Primary Responsibilities of Role:

Recruitment

- Manage the recruitment process end-to-end in coordination with the Senior HR Business Partners
- Ensure vacancies are benchmarked and approved in line with company procedures.
- Advertise vacancies internally and externally, focusing on direct sourcing of candidates wherever possible. Where recruitment agencies are used, manage relationships with the providers and ensure that the candidate search is within agreed terms and conditions.
- Screen CVs as required and recommend for interview stages, in coordination with the Senior HR Business Partners.
- Provide full support in scheduling interviews, tracking and recording CVs and interview forms, contacting direct candidates and agencies etc.
- Attend interviews where required.
- Advise managers on effective recruitment and selection processes in line with company procedures.

Onboarding

- Manage the onboarding process for new joiners end to end
- Ensure that all onboarding and pre employment checks are completed within the Bank's procedure, any risks identified and escalated, the completed checks are signed off.
- Act as the main point of contact for new starters as required.
- Carry out the onboarding process, including preparation and collection of offer letters and employment contracts, starter documentation, initiating system access and equipment requests, creating employee files, mandatory training access, etc.
- Organise and conduct new starter HR inductions
- Manage Probationary review process including advising managers of the process, reminders, tracking and recording.

General HR Administration and Support

- Administration of various people-related activities. This includes scheduling meetings, tracking and recording performance reviews, sickness absence, annual leave, leavers, resetting passwords on the internal HR systems etc.
- Minute taking and HR support at people-related meetings and activities



- Preparation of HR letters, employment contracts and staff changes and communication as required by senior HR colleagues
- Management and upkeep of personnel records, including immigration and right to work information
- Participating in and supporting various HR projects as required
- Management of the HR inbox and dealing with employee questions and queries at the first line level.
- Learning and training administration and support, including training event invites, contacts with the providers, feedback, invoices.
- Administration of the e-learning system (passwords, new joiners/leavers, reporting on completion etc.)
- Responsible for HR invoice processing to ensure that HR invoices are recorded, authorised and submitted for payment.

Senior Management Certification Regime (SMCR):

- Under guidance, assist with compliance with the Senior Managers and Certification Regime (SMCR), supporting the annual fit and proper exercise and new joiner certifications and approvals.
- Responsible for administration of background checks as part of the certification process. Ensure that any gaps are investigated and advised to the Senior HR BP or Head of HR.
- Prepare initial drafts of the certification readiness forms for further review.
- Ensure that all SMCR records are completed and filed.

Payroll, Reward and Benefit Administration

- Provide ad-hoc support and absence cover for Payroll and Benefit Administration activities as required.
- Support cyclical payroll activities (such as P11Ds, pay reviews, P60s) as required.
- Assist with reward benchmarking exercises.
- Produce MI reports from the HR System and assist with the preparation of the management reports as required.
- Data analysis of HR activities such as L&D, Recruitment, Engagement Survey results etc.

Person Specification:

Conduct Requirements:

Individual Conduct Rules:

Rule 1: You must act with integrity.

Rule 2: You must act with due skill, care and diligence.

Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators.

Rule 4: You must pay due regard to the interests of customers and treat them fairly.

Rule 5: You must observe proper standards of market conduct.

Competence Requirements:

Professional/Academic Qualifications:

Degree qualified or equivalent HR experience

Desirable: Part-qualified or studying towards CIPD qualification

Experience/Knowledge

Essential: Proven track record as a HR professional.

Experience of operational HR in a broad and diverse role and in a fast-paced environment.



Desirable: Financial Services experience is highly desirable.

Experience of working in a small to medium size international organisation is advantageous.

Functional/Technical Skills:

Essential: Strong operational HR skills and motivation to continually improve the HR offering.

Ability to self-organise in a busy environment without direct supervision and control.

A confident user of HR information systems.

Strong MS Office skills, with at least intermediate level of Excel (lookup tables, pivots, graphs).

Attention to detail.

Accuracy in document and report production.

Ability to analyse and present data.

Desirable: Knowledge and experience of payroll and benefit administration.

Interpersonal Skills:

Essential: Excellent interpersonal, communication and relationship management skills.

Service oriented and willing to go the extra mile to deliver.

Excellent team player in both office and home working environments.

Good written and oral English.

Desirable: Experience of interaction with senior stakeholders.

Competencies:

There are *six core behavioural competencies* applicable to every member of staff as part of FBN’s Performance Management Framework and are fundamental to the way in which we operate. The level of behaviour required for your role is detailed below and the full range of descriptors for each level is available in the Competency Framework Booklet.

| | Competency | Level |
|----------|---|--------------|
| 1 | Professionalism | 3 |
| 2 | Client Focus | 3 |
| 3 | Decision Making & Accountability | 3 |
| 4 | Working with Others | 3 |
| 5 | Change Orientation | 3 |
| 6 | Risk Awareness | 3 |