

## **HR Officer Role**

### **Reporting Line: Reports to Managing Director**

#### **Job Purpose**

To provide effective human resources support by ensuring compliance with regulatory requirements, maintaining accurate personnel records, and facilitating the implementation of HR policies to promote a positive work environment.

#### **Key Responsibilities**

##### **1. Recruitment**

- Interviewing for non-qualified staff
- Supporting Managing Director and department heads with lawyer recruitment
- Coordinating induction process for all new staff in line with office policy

##### **2. HR Compliance**

- Maintaining Learning & Personal Development Plans; monitoring reviews; ensuring compliance with LawNet requirements; assisting with post-appraisal actions
- Supervising maintenance of employee personnel records
- Implementing and regularly reviewing HR policies and procedures

##### **3. Employee Relations**

- Addressing staff issues in conjunction with Managing Director
- Promoting wellbeing services and maintaining health and wellbeing resources
- Coordinate information on starters and leavers to ensure staff are kept informed of any changes
- Coordinating leaver administration, including handling of any reference requests

##### **4. Training & Development**

- Organising staff training programmes
- Overseeing staff appraisal and development frameworks

## 5. Diversity & Inclusion

- Supporting company initiatives on diversity and inclusion

### **Skills & Qualifications**

- Understanding of employment law, including discrimination, disciplinary, and grievance procedures.
- Proven experience in managing recruitment, onboarding, and induction processes for staff members.
- Excellent organisational and communication skills.
- Demonstrable ability to support senior management and department heads in HR-related matters.
- Capacity to monitor and implement staff development and appraisal frameworks.
- Commitment to promoting staff wellbeing and supporting company initiatives for health and welfare.