



ROLE PROFILE

| | |
|---------------|---|
| Job Title: | Human Resources Officer (part time) |
| Location: | Mary Rose Trust, Portsmouth Historic Dockyard |
| Line Manager: | Finance Director |
| Hours: | 15 hours per week (over 2 or 3 days) |
| Salary: | circa £14,190 (FTE £35,000) |

This is a key role for The Mary Rose Trust, where you will be working with our team of 70 employees (FTE 45) including full time, part time and casual roles. As a public facing organisation our staff are key to everything we do.

You will have a keen eye for operational HR excellence and people skills to ensure that we provide the best possible working environment and HR support for our staff to deliver the Mary Rose experience.

Key responsibilities

- Manage, develop and implement the HR policies and processes for the Trust including recruitment, induction, training, absence, wellbeing and performance management.
- Ensure effective systems are in place to provide a quality, compliant and responsive HR service, including maintaining an up-to-date employee handbook and providing reports as necessary.
- Work with the executive team on HR strategy and culture.
- Advise the executive team on employment law and best practice, with support from external HR consultant.
- Prepare and deliver HR training programme.
- Work with the admin assistant to ensure staff HR records are kept up to date and accurate including role profiles and contracts.
- Provide absence management support to line managers and work with the admin assistant to ensure staff absence is recorded correctly and consistently.
- Lead and support line managers on HR casework.
- Work closely with the Finance Manager on all payroll matters.

- Ensure compliance with UKGDPR, making and implementing recommendations and providing training where necessary.
- Liaise with Health & Safety Officer on HR related matters as necessary.
- Undertake any other duties which are considered appropriate.

Key Skills and Experience

- HR Generalist/Senior HR Advisor experience.
- CIPD Level 5
- In depth knowledge of employment legislation and best practices.
- Excellent people skills with the ability to build good working relationships.
- Excellent organisational, IT, administrative, written and verbal communication skills including policy writing.
- Ability to juggle multiple priorities calmly and effectively.
- Ability to work both independently and as part of a small team.