

Position: Human Resources Officer

Application Deadline: 1st July 2018

Job Description (Summary)

As a human resources (HR) officer you will develop, advise on and implement policies relating to the effective use of staff in an organisation.

In the role your aim is to ensure that the organisation that you work for employs the right balance of staff in terms of skill and experience, and that training and development opportunities are available to colleagues to enhance their performance and achieve the company's business aims.

Responsibilities:

- working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;
- promoting equality and diversity as part of the culture of the organisation;
- liaising with a range of people involved in policy areas such as staff performance and health and safety;
- recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- preparing staff handbooks;
- advising on pay and other remuneration issues, including promotion and benefits;
- undertaking regular salary reviews;
- administering payroll and maintaining employee records;
- interpreting and advising on employment law;
- dealing with grievances and implementing disciplinary procedures;
- developing HR planning strategies, which consider immediate and long-term staff requirements;
- planning and sometimes delivering training - including inductions for new staff;
- analysing training needs in conjunction with departmental managers.

Qualifications:

Bachelor's degree required, preferably in Management. Some other relevant major:

- business with languages;
- business or management;
- human resources management;
- psychology;
- social administration.

Skills:

- business awareness and management skills;
- organisational skills and the ability to understand detailed information;
- IT and numeracy skills, with strong IT skills required if managing/operating computerised payroll and benefits systems;
- interpersonal skills to form effective working relationships with people at all levels;
- a proven track record of 'making a difference';
- the ability to analyse, interpret and explain employment law;
- integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues with you;
- curiosity and a willingness to challenge organisational culture where necessary;

- the ability to compile and interpret statistical data and communicate it in a professional and understandable manner;
- influencing and negotiating skills to implement personnel policies;
- potential to handle a leadership role.

To Apply:

Apply by e-mailing your updated CV to jobs@ue.edu.krd with the title of the position in the subject line.