ADVERT

HR Officer (Part-Time, 22.5 hours p/week 60% fte)

National Botanic Garden of Wales

This is an exciting and challenging opportunity to contribute as an important member of a lively and highly motivated team, working to promote the profile and achievements of one of the most iconic destinations in Wales. The National Botanic Garden of Wales is making a real difference to conservation, education, sustainability, and the enjoyment of the visitor. Find out more by exploring our web site http://www.gardenofwales.org.uk/.

You are most likely to already have an excellent track record providing Human Resource and administrative support at a senior level together with evident competence acting in an HR support capacity for managers. Excellent IT and keyboard skills, as well as proven time-management and organisational capability are essential. The ability to work independently, and the capacity and resilience to tackle a fast-paced workload of contrasting priorities will also be important in this role. Accuracy and keen attention to detail, together with the ability to handle confidential matters sensitively as well as with discretion and judgement is needed. You will have excellent written and interpersonal communication skills, preferably with fluency in written and spoken Welsh, and enjoy working with people and developing positive relationships at all levels. Overall aptitude and attitude for the role is critical, so there is the potential for an individual with the right potential to increase their proficiency and grow into the role if they are personally committed to additional training.

OUTLINE DETAILS OF APPOINTMENT

Starting from the soonest date which can be arranged, this is a part-time (60% fte) role. The working hours of 22.5 per week are expected to be covered over a minimum of 3 full days but flexibility to cover the hours over 5 days maybe required dependant on business needs. The salary is £11,080 (pro-rata to full-time £18,466) per annum.

You are invited to explore the Garden website to learn more about us.

Informal enquiries are welcome and should be directed initially to Janine Oram – Janine.oram@gardenofwales.org.uk.

Applications, as electronic copy in the form of a cover letter and CV clearly showing how you meet the criteria should be sent along with details of two referees, to Janine Oram – Janine.oram@gardenofwales.org.uk by 9am Monday 9th April 2018. Interviews are currently scheduled for Friday 13th April 2018.

A Welsh version of this document is available on request.

NATIONAL BOTANIC GARDEN OF WALES
GARDD BOTANEG GENEDLAETHOL CYMRU
Job Description

Post Title	Human Resources Officer
Department	Central Services
Reports to	Director
Responsible for	No other

OUTLINE purpose of the role

This role is expected to provide Human Resource support to the Director. The Director's office has responsibility for personnel, strategic, and confidential matters. Therefore a high level of independent judgment and discretion is expected, together with the ability to deal with a considerable range of business rapidly and efficiently. Accuracy, attention to detail, dependability, and excellent IT skills are essential.

A. General Responsibilities

Supporting the work of staff across the Garden's core remit particularly with regard to the preparation of full and part time contracts, maintenance of employment records and general advice with regards to employment procedures and legislation.

B. Specific responsibilities

HR support for the Director

a. Acting as an essential key first point of contact in the Director's Office, co-ordinating and responding to enquiries, interactions, and relationships with staff.

b. Liaise closely with staff to ensure good communications and effective working arrangements.

c. Dealing with Director and Senior Management Team wider needs and relationships that may be highly sensitive and confidential.

C. Other General Duties

Any other duties as reasonably requested by the Director.

This description sets out the current duties which may be varied from time to time in line with organisational need.

PERSON SPECIFICATION

- Specified below are the criteria considered necessary to fulfil the role.
- This information is made openly available to applicants and will form the basis for the recruitment and selection process.
- Only those applicants who meet these criteria adequately will be considered.

	Criteria and evidence expected:		
	Education/Qualifications Knowledge/Experience Competencies/abilities	**Paper application**	**Interview**
	Essential Criteria		
1	Educated to degree level or equivalent with evidence of high-level literacy and numeracy	✓	✓
2	Evidence of high level keyboard and IT skills (Microsoft Office, excel, PowerPoint, e-mail, etc), as well as project plans, presentations, layout and design competence.	✓	
3	Demonstrated organisational and time-management ability, capable of working at a high pace of work throughput and high level of individual responsibility/ accountability with minimal supervision.	✓	✓
5	Excellent communication skills – oral, written, and inter-personal, including the ability to deal confidently with people at all levels inside and outside the organisation.	✓	✓
6	Accuracy, dependability and attention to detail, with the ability to follow and interpret guidelines intelligently and deliver outcomes reliably.	✓	✓
7	Excellent team worker who co-ordinates well with others, e.g. cross-functionally both within and beyond the organisation.	✓	✓
8	The ability to deal with confidential matters sensitively as well as with discretion and judgement.	✓	✓
9	Evidence of awareness in relation to the business needs, imperatives, and goals of a small organisation, as well as attuned to wider strategic and organisational perspectives	✓	✓
	Desirable Criteria		
10	Fluency in written and spoken Welsh	✓	✓
11	Genuine interest in the mission and purposes of the Garden	✓	✓