

## ADVERT

### HR Officer (part-time 60% ) National Botanic Garden of Wales

#### Job Description

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 a world leading centre of excellence for conservation, education and sustainability, and is also a leading Welsh visitor destination. Find out more by exploring our web site <https://botanicgarden.wales/>.

You are most likely to already have an excellent track record providing Human Resource and administrative support 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.

#### 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 up to £13,800 (pro-rata to full-time £23,000) per annum, depending on experience.

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

Informal enquiries are welcome and should be directed initially to **Huw Francis** ([huw.francis@gardenofwales.org.uk](mailto:huw.francis@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 **Huw Francis** ([huw.francis@gardenofwales.org.uk](mailto:huw.francis@gardenofwales.org.uk)).**

**The closing date is 9am Monday 8th July 2019. Interviews will follow shortly after.**

**NATIONAL BOTANIC GARDEN OF WALES**  
**GARDD BOTANEG GENEDLAETHOL CYMRU**

**Job Description**

<b>Post Title</b>	Human Resources Officer
<b>Department</b>	Central Services
<b>Reports to</b>	Director
<b>Responsible for</b>	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.

<b>Criteria and evidence expected:</b>			
		<b>Paper application</b>	<b>Interview</b>
	Education/Qualifications Knowledge/Experience Competencies/abilities		
<b>Essential Criteria</b>			
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	✓	✓
<b>Desirable Criteria</b>			
10	Fluency in written and spoken Welsh	✓	✓
11	Genuine interest in the mission and purposes of the Garden	✓	✓