



# HR Officer (Generalist)

## Document Details

Document Name	Name	Date	Version	Status
HR Officer Job Description	Kaley Tighe	13/02/2020	RV1	Draft

## About ITM Communications Ltd

ITM is a leading independent provider of specialist ICT infrastructure solutions and services based in Milton Keynes, UK. We employ around 60 experienced personnel and serve blue-chip clients throughout the UK, and further afield. We offer capabilities in five key areas of IT Infrastructure and Services: Structured Cabling & Wireless; Data Centre Infrastructure; Converged Solutions; Offsite Build & Test and Site Services. We directly employ, and security clear our own personnel, who each receive regular training and are experts in their field. Our success has been built upon an ability to develop very close working relationships between our employees, clients, business partners, suppliers and other key stakeholders.

## Position Details

Job Title	Reports to	Department
HR Officer	Kaley Tighe – Senior Finance & Payroll Officer	Finance & HR
Location	Hours	
Milton Keynes	22.5 – 37.5hrs	
Closing date for applications		20/02/2020
Apply to		<a href="mailto:HR@itm.uk.com">HR@itm.uk.com</a>

## Job Purpose

Due to ongoing growth and restructuring, ITM are recruiting for a new role within the Finance & HR Department.

ITM are looking for an ambitious, well organised individual to join the Finance & HR team, to develop the HR function at ITM.

Reporting to Senior Finance & Payroll Officer and the ITM Directors, the HR Officer role is to assist with the recruitment process due to the growth of the business & support the existing work force in all HR related matters. The successful applicant will be responsible for the business HR compliance & confidentiality.

The successful candidate will have good computer skills and knowledge of Microsoft Office applications such as Word/Excel etc. An eye for detail and outstanding verbal and written communication skills are also essential.

**As a List X company, we may request as a condition of employment that you gain in SC Clearance.**



## Key Accountabilities

The key accountabilities of this role are best defined (but not limited to) the following three main areas:

### HR

- Manage recruitment process for the business including engagement of online tools such as indeed.com and Linked In.
- Create & keep up to date Job descriptions
- Issue of Job offers & Employment Contracts
- Process general employment related documentation
- Holidays & Sickness Records
- To support the Operational team in obtaining clearances which contain personal details
- Arrange & attend induction meetings
- Monitor appraisals process
- Manage HR records both paper and electronic versions
- Research and advise on employment legislation
- Maintaining the Company Handbook
- Planning and delivering required HR training to ITM managers
- Arrange and attend HR related meetings such as welfare, return to work and disciplinary
- Support & Develop Apprenticeship Scheme within the Operations Department

### Payroll

- Prepare required documentation for payroll processing, including SSP Calculations and Right to Work checks
- Provide support to the monthly payroll processing cycle

## Person Specification

### Essential Behaviour and Skills/Competencies

- Organised, detail orientated and punctual
- Self-motivated and enthusiastic
- Able to multi-task
- Able to use initiative
- Flexible to take on additional tasks/responsibilities
- Microsoft Excel and Outlook to a good level
- Awareness of data protection/GDPR requirements
- Adherence to Health and Safety standards

### Desirable Behaviour and Skills/Competencies

- Experience of using a HR system
- Experience of using Office 365 including SharePoint/Yammer
- Educated to GCSE level (Maths & English minimum)
- UK driving license