

Human Resources Officer

Division: Aviation

Location: London Southend Airport

Shift Pattern: Monday- Friday 40 hours per week

Salary: Dependant on experience

Reporting to: HR Manager

What's the role?

The key purpose of this role is to support the HR team in delivering our people plan through an efficient, professional and excellent level of service to the business and our customers.

The HR Officer is required to respond quickly in an effective and commercial way, providing excellent internal customer service to employees and managers always promoting and ensuring compliance with policy process and procedures.

Actively involved in supporting and organising, co-ordinating and tracking HR activities including recruitment and on boarding, induction, learning & development, performance management, employee relations, resourcing and others

Effective management of systems and document control are essential as is integrity and maintaining confidence at all times.

Working in a busy team, the ability to prioritise and manage multiple tasks effectively is key. The role will deliver consistently excellent levels of customer service.

What will I be responsible for?

- Providing HR information and advice on policy and process to employees and managers
- Advising, and supporting line managers with end to end recruitment process, including developing job descriptions, preparing job adverts, shortlisting, interview process and documentation, making offers of employment, creating contracts, referencing process, including CTC process where applicable
- Responsible for ensuring process is followed for maternity, paternity and flexible working cases, including relevant meetings, documentation and correspondence
- Responsible for organising and carrying out exit interviews
- Advising, co-ordinating and supporting employee relations matters, including disciplinary, grievance and sickness/wellbeing cases including administration, attending meetings, invites, notes and correspondence.
- Administer and provide pre and post advice to managers on all related Occupational Health matters including, pre placement, medicals and Case Management
- Prioritising and managing work flow to meet deadlines.
- Lead contact on payroll process for LSA, supporting the payroll to enable accurate payroll processing
- Oversight of HR email inbox and post, providing guidance and support to HR Administration Assistant where required

- Ensure efficient maintenance of personnel files and other employee information ensuring all content is accurate and current
- Ensure all HR data trackers are kept current and accurate
- Getting involved and supporting ad hoc projects

Qualifications and experience:

- Ability to use initiative and be proactive
- Highly effective organisational skills
- Excellent customer service skills
- Strong communication skills, verbal and written
- Precise attention to detail
- Intermediate competence in using Microsoft Office applications
- Astute Relationship Management
- Previous HR experience is essential, including involvement in case management

How to Apply:

All applications should be made in writing to LSAHR@southendairport.com with:

- An updated CV
- A covering letter

Note: For your application to be considered it is essential that you can provide a full 5 year checkable history and are able to obtain a clear criminal record check.

Please provide details of relevant skills, experience and qualifications to support your application.

Please be advised if you have not heard back within 4 weeks of applying, then regrettably your application has been unsuccessful.