

# LOOKING FOR YOUR NEXT CAREER MOVE?

## Human Resources Officer/Advisor

**IMC Grade:**  
Senior Consultant/Consultant Level

**Responsible to:**  
HR Manager

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We are recruiting world class talent.  
Come and join us.

Have you been working in HR and are now looking for your next career move? Do you want the opportunity to work with a committed and talented team who work hard to deliver outstanding results? Do you want to work in an enviable culture?

IMC Worldwide has grown rapidly since 2011 and, due to that growth, we are looking to further strengthen the HR team.

We are looking for a committed, professional and supportive individual to join IMC, working closely with HR colleagues to deliver the HR strategy.

You will provide professional advice and support to managers and staff on all aspects of people management. You will advise on a full range of HR activities including policies and procedures, terms and conditions of employment, absence management, recruitment, retention, performance management, employee relations, employee reward, learning and development and internal communications.

You will be confident in attending meetings and advising Managers appropriately. You will of course be given support when needed from the HR Manager.

This is a great opportunity to use your skills and knowledge to provide HR support to Directors, Managers and staff in a world class international development consultancy. In return, we will help you to continue to develop and grow in a supportive and friendly environment.

You will have previous experience of working in HR and will have ideally completed your CIPD qualification (or alternative) or be working towards it.

## Main responsibilities

- Support the HR Manager with all areas of HR to support the HR strategy and add value to the business
- Take a lead in day-to-day operational activities with HR support and advice
- Lead the recruitment and selection process for permanent staff from advertising through to appointment
- Support Managers and staff with HR queries and advise accordingly
- Keep up-to-date with Employment Law
- Monitor absence data in line with policy and act as appropriate
- Support the HR Assistant in keeping the HR software up-to-date and making advancements where possible
- Assist with research for new policies and HR policy updates
- Help with HR projects/ other ad hoc work when necessary
- Liaise with Finance regarding HR payroll paperwork
- Take notes at meetings when necessary
- Help IMC fulfil its duty of care responsibilities
- Support and assist the HR Manager generally as directed and also liaise with the HR Assistant

## Team Environment

The HR Team currently consists of an HR Manager and HR Assistant. There is now the need to further expand the team to recruit an HR Officer/Advisor. This new position will support the HR team further as the business continues to grow and you will help deliver and fulfil the HR Strategy.

Due to the nature of our work, you will already understand the need to work in a confidential, professional manner at all times. You will need to be helpful and adaptable as well as committed to delivering an excellent HR service with your colleagues.

You will be required to attend internal and external meetings and development workshops when and where necessary.

You will liaise closely with the Admin and Finance teams, as well as support Directors and Business Unit leads with advice and support.

Line management on a daily basis will be provided by the HR Manager.

The working environment is professional but very welcoming with a focus on ensuring the very best level of support services to our staff.

You will be based at IMC office's in Redhill. HR support around 105 permanent staff, 11 of which are based overseas. Due to rapid growth, it is expected that there will be around 115 employees by the end of the year.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required.

**The closing date for applications is Monday 11 September 2017 at 9am.**

**First interviews: Wed 20 September**  
**Second interviews: Tues 26 September**

**Hours of work** – Full-time working hours are 37.5 per week

**Salary** – From £28,000 to £32,000 per annum depending on experience

**Annual leave** – 5 weeks' annual leave plus public holidays

**The holiday year is** 1 January – 31 December

**Benefits** – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, Company contributory pension scheme, childcare vouchers and cycle to work scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

There is also a non-contractual bonus system payable annually depending on performance.

**Location** – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site subject to availability.

**PERSON SPECIFICATION:****Human Resources Officer /Advisor- Senior Consultant /Consultant Level**

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
CIPD qualified(or alternative qualification) or part qualified	X	
Educated to degree level standard		X
Educated to A Level standard	X	
<b>Experience:</b>		
Previous experience of working within an HR department	X	
Experience of working in HR within a Consultancy/Charity/NGO	X	
Experience of working in HR within an International Development Consultancy		X
Experience of advising on HR matters	X	
Experience of conducting meetings across various HR operational topics	X	
Experience of coordinating and leading the interview process	X	
Experience of working with confidential data and documents	X	
Experience of working with staff databases	X	
<b>Knowledge:</b>		
Fully conversant and up-to-date with all aspects of employment law and HR best practice	X	
Good knowledge of IT systems and use of word, excel and mail merge	X	
Knowledge of HR processes/policies/procedures	X	
Experience of working with HR software including HR dashboards	X	
Knowledge of the Investors in People Award		X
Working knowledge of social media/LinkedIn	X	
<b>Abilities &amp; skills</b>		
Excellent interpersonal skills	X	
Positive approach to employee issues	X	
Ability to win the respect of others when interacting	X	
Confidence and enthusiasm	X	
Good presentation skills	X	
Integrity and approachability	X	
Good attention to detail	X	
Excellent organisational skills and the ability to multi-task under tight deadlines and under pressure	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative and supportive team player	X	
Excellent written skills and communication	X	
Excellent telephone manner	X	
Ability to compile and interpret statistical data and employment law and communicate it in a professional and understandable manner	X	
Ability to be creative	X	
<b>Personal:</b>		
Self-motivated and pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	
Excellent work ethic	X	
Desire to continue to learn and self- develop	X	

## IMC Competency Framework: HR Officer/Advisor

Competency	D	I	A	S
IMC values and ethics	X	X		
Business insight	X	X		
Bid and project management	X	X		
Technical/area specialisation	X	X		
Relationship management and working with Others	X	X		
Leadership and resilience	X	X		
Impact and influence	X	X		
Decision making and planning and organising	X	X		
Results orientation and continuous Improvement	X	X		
Financial and commercial awareness	X	X		

### Key:

*D – Developing*

*I – Independence*

*A – Accomplished*

*S – Senior Management Level*