

Human Resource Officer

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Company: Global Banking School

Location: Manchester

Category: other-general

Job Summary

At Global Banking School (GBS), we invest in our people. What began in 2010, with the mission of increasing access to higher education to under-represented groups in the sector, has now evolved into one of the UK's leading private higher education providers. Our vision is embedded within our values and Our values are not just a set of words; they define who we are and what we strive to be as an organisation. Our values, students and employees are at the heart of everything that we do.

We have partnered with leading educational institutions that share our ambition to drive social progress through higher education and we are changing lives for the better, one at a time! We have campuses in the UK's most exciting and biggest cities, as well as internationally in Malta, Dubai. We provide a number of courses across different sectors, to in excess of 25,000 students, and we have no plans of stopping there!

To support our ongoing growth as a leading education provider, we are building an organisation of passionate, dedicated, and hardworking people. GBS is proud to be a certified 'Great Place To Work' and whilst we continue to evolve and grow, so will your career with us.

The Human Resource Officer will report to the Head of HR and is responsible for all HR

related matters, procedures, and practices on the relevant campus. They are responsible for ensuring the culture of GBS is developed and embedded into campus everyday life. They will provide the Head of HR with reports on all HR related matters/issues on campus and liaise with the HR team to suggest solutions or recommend change.

Main Responsibilities

- * Direct managers and employees to appropriate guidance channels and act as a point of escalation for key HR matters or issues that arise
- * Assisting and advising on Performance Management, Disciplinarys, Grievances, Dismissals and Contractual Issues within the campus or business areas
- * Help the Operations Team administer and maintain all HR operations workflow such SOP's, training manuals, compliance trainings workshops and manager guides; Employee Relations (ER) case logs and sickness issues.
- * Manage and support the various HR projects and contributing to sustained operational effectiveness.
- * Acts as a single point of the contact for the employees and liaise with line managers.
- * Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- * Develop and maintain strong relationships with all staff to achieve high levels of trust, respect, and professionalism.
- * Provide Generalist HR services to staff and campus.
- * Work closely with recruitment team to direct and participate in the interview process, scheduling, and onboarding of new candidates.

- * Ensure new hire induction is carried out for all new joiners.
- * Liaise closely with central HR team to ensure all HR policies and practices are followed out and implemented.
- * Culturally aware and possess the ability to influence and guide at all levels.
- * Promote and encourage positive employee experiences, culture, and engagement.
- * Right to work, verification of documents.
- * Provide campus tours and ensure new joiners are settled.
- * Ensure the delivery of core HR services.

Requirements

- * Bachelor's degree in Human Resources or related experience
- * Efficient HR administration and people skills
- * Fantastic knowledge of HR functions and best practices
- * Excellent written and verbal communication skills
- * Works comfortably under pressure and meets tight deadlines
- * Proficient with Microsoft Office Suite and related HR software
- * Remarkable organisational and conflict management skills
- * Strong decision-making and problem-solving skills Desirable

* Desirable - CIPD, or equivalent educational achievement (Level 5) plus experience.

Other Information

We improve lives through education, committing to inclusiveness and realising the power of diversity each day. We are proud of the many backgrounds, experiences, beliefs and cultures here at GBS — people are the heart of everything we do and our aspirations for the society we want to see in the future, and as such, we welcome applications from all ethnicities, gender, ages and abilities.

Please note, this role is not eligible for visa sponsorship.

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