



JOB DESCRIPTION

Area:	Operations & People	
Job Title:	Policy/HR Officer	
Responsible to:	Operations & People Director	Date: December 2019
Responsible for:	Production and management of policies and HR activity	
Purpose of job:	Support and Advise on Policy/ HR matters	
<u>Key Accountabilities</u>		
<ul style="list-style-type: none">• To support and advise all members of the charity around policy and procedure• Oversee the review process of policies and procedures to ensure compliance with new legislation and best practice• Be the point of contact in relation to charity complaints both, internal and external• Coordinate the charity's investigation process• Recommend, write and advise the implementation of all new policies• Implement DBS and reference checks on new members of the charity• Have oversight for the charities emergency contact details database ensuring these records are up to date.• Deputise for the Operations and Peoples Director where needed		