



## Senior Human Resources Officer

### Are you:

- A Human Resources Generalist with excellent verbal and written communication skills?
- Skilled in dealing with difficult situations with diplomacy and discretion with the ability to multitask?
- Knowledgeable and up to date in applying UK employment legislation and best practice?
- Able to handle sensitive and confidential information with a high level of judgement and discretion?
- CIPD qualified to a level 3 minimum or with proven HR experience of 3 or more years?

### Would you like to:

- Forge a career in a dynamic, progressive organisation with a trusted global reputation for excellence and innovation?
- Provide a comprehensive HR advisory service to management and staff covering contractual, legal, policy and people management requirements?
- Develop your expertise in Recruitment and Employee Relations?
- Take the lead on the continuation of our HR systems development and any other projects?

.....then we would like to hear from you.

### Who we are and what we do

ECCTIS Ltd is focused on international qualifications and skills recognition, managing a number of learning and mobility centred and is a National Agency that functions on behalf of the UK Government ([www.enic.org.uk](http://www.enic.org.uk)). The Company also designs and delivers a variety of innovative international qualifications and skills recognition projects in the UK and globally.

### The role

Working under the guidance of and reporting to the Human Resources Manager, the Senior Human Resources Officer will principally:

- Oversee the full recruitment process of new staff in conjunction with business managers, including advertising, interviewing, appointing, employment checks and liaison with external resource as appropriate
- Take the lead on our newly implemented HR system, Kronos, to progress and improve recruitment procedures electronically and maximise its overall potential with the support of IT
- Assist in the provision of a comprehensive specialist HR advisory service to managers and staff regarding contractual, legal, policy and best practice people management requirements
- Gather monthly payroll information for the Finance Department
- Implement and review HR policies and procedures to ensure they are robust and effective, i.e. grievance, discipline, capability, recruitment, maternity paternity and adoption, absence, performance appraisal, etc. leading on meetings of this nature
- Assist with the co-ordination of annual appraisals, contribute to employees' development and corporate events



- Office Location:** Cheltenham, Gloucestershire, UK
- Hours of work:** 8.30am – 5.00pm or 9.00am – 5.30pm Monday to Friday  
Full Time 37.5 hours per week (with a 1-hour unpaid lunch break)
- Salary:** £32,500-35,000 per annum dependent on experience
- Benefits:** 25 days annual leave plus bank holidays.  
Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. The scheme becomes non-contributory with employer contributions of 10% leading to 20% based on number of years' service)  
Life assurance of 3 x basic salary for members of the pension scheme  
Bupa Private Health Care Scheme with employee contribution  
Employee Assistance Programme
- Please note:** All applicants must hold a current permit or visa showing their right to work in the UK.
- To apply:** Email a copy of your CV with a covering letter explaining your suitability for this role to: [recruitment@ecctis.com](mailto:recruitment@ecctis.com)