



Falkland Islands Government – Job Description

Job Title:	Human Resources Officer		
Department:	Human Resources	Section:	Human Resources
Reports to:	Human Resources Manager		
Grade:	E2	Job Code:	104HR4

Job Purpose

As a Human Resources Officer your role will be to assist with the tasks associated with the full range of employee life cycle processes covering recruitment, contracts, payroll, sickness absence, employee relations and other HR matters and to build up the necessary knowledge, skills and professional competencies necessary to become a fully qualified HR Adviser.

Main Accountabilities:

The exact nature of the work will vary according to the day-to-day operational needs of the HR department, but the main duties and accountabilities will include:

Recruitment and Onboarding

- Coordinate end-to-end recruitment activities for local and overseas vacancies.
- Work with recruiting managers to establish recruitment timetables and selection processes.
- Review and prepare job descriptions, advertisements and recruitment documentation.
- Advertise vacancies and manage candidate applications through recruitment systems.
- Arrange interviews and support selection panels as required.
- Communicate offers of employment and prepare contracts and appointment documentation.
- Ensure all pre-employment checks and right-to-work requirements are completed.
- Maintain accurate recruitment records and provide guidance on recruitment best practices.

Employee Relations, Advice and Support

- Provide first-line HR advice and support to employees, managers and members of the public.
- Advise managers and staff on HR policies, procedures and employment practices.
- Interpret and provide guidance on employment legislation within the scope of the role.
- Liaise effectively with managers and employees to ensure consistent and practical HR advice is provided.
- Support the resolution of HR queries and workforce-related issues.

HR Administration and Records Management

- Undertake a broad range of HR administrative duties across the employee lifecycle.
- Draft, administer and maintain employee records, personnel files, case files and HR documentation.
- Maintain HR information systems and databases, ensuring data integrity and confidentiality.
- Ensure electronic and paper-based records are maintained to auditable standards.
- Support payroll administration activities and provide cover for HR colleagues as required.
- Maintain management information and pay-related data accurately and securely.

Casework and Employee Support

- Provide administrative support for employee relations and HR casework.
- Arrange and attend meetings relating to disciplinary, grievance, capability and other HR matters.
- Prepare agendas, circulate documentation and take minutes or notes as required.
- Maintain confidential case records and documentation.

HR Reporting and Information Management

- Compile, analyse and maintain HR statistics and management information.
- Assist in the preparation of reports for management and governance purposes.
- Support workforce planning and decision-making through the provision of accurate HR data.



Falkland Islands Government – Job Description

HR Systems, Communications and Projects

- Support the maintenance and development of HR intranet and internet content.
- Contribute to HR projects, initiatives and continuous improvement activities.
- Promote effective communication of HR policies, procedures and organisational updates.
- Assist with the implementation of new HR processes and systems.

Financial and Procurement Administration

- Raise purchase orders and process invoices in accordance with organisational procedures.
- Order goods and services required by the HR function.
- Maintain appropriate records relating to procurement and expenditure.

General Office and Team Support

- Provide general administrative and office support, including handling correspondence, filing and document management.
- Receive visitors and respond to telephone and email enquiries.
- Arrange meetings, book venues and coordinate meeting logistics.
- Assist with the preparation, copying and distribution of documents and materials.
- Maintain office supplies and resources.
- Provide cover for colleagues and support wider team objectives as required.

Governance, Compliance and Quality Assurance

- Ensure compliance with relevant employment legislation, organisational policies and procedures.
- Support and contribute to quality assurance, governance and audit requirements.
- Maintain confidentiality and handle sensitive information appropriately.
- Promote best practice and continuous improvement across HR services.

Other Duties

- Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably required by the organisation.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information:

This role is a perfect opportunity for someone who is relatively early on in their HR career or someone with excellent administration and organisation skills and is looking for their next step in HR.

You will have the opportunity to carry out hands on work from the outset of your appointment as a Human Resources Officer, and be given increasingly more responsibilities and training so that you eventually become ready to secure a role as a qualified HR Adviser in the department.

The postholder will be required to successfully obtain and maintain the level of police vetting applicable to the position. Continued employment in this role is subject to maintaining the required clearance and adherence to all associated checks, confidentiality and integrity standards.



Falkland Islands Government – Job Description

Person Specification:	Human Resources Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
5 years plus relevant work experience in a similar role covering a broad range of support tasks and procedures in a demanding environment	✓		A/I/R
Experience with a wide variety of customers and delivering a highly customer focused service	✓		A/I/R
Skilled in using Microsoft office applications including MS Word & Excel or equivalent applications and able to adapt to and apply new technology in work-related situations	✓		A/I/R
Experience of dealing with high volumes of work effectively in a deadline driven environment	✓		A/I/R
The ability to work under pressure whilst maintaining accuracy and ensuring good attention to detail	✓		A/I/R
Ability to effectively prioritise and progress those priorities in a timely and efficient manner	✓		I/R
The ability to communicate fluently in English both verbally and in writing and to draft concise, effective and informative reports/briefs/minutes etc	✓		A/I/R
Experience of developing and maintaining spreadsheets effectively	✓		A/I/R
Significant experience of ably working through administration procedures in a busy office environment	✓		A/I/R
Highly organised with excellent administrative and time management skills	✓		A/I/R
Able to follow instructions and procedures without close supervision	✓		A/I/R
Highly numerate logical thinker with excellent presentation skills.	✓		A/I/O
Excellent inter-personal skills and the ability to develop effective professional relationships with work colleagues, Members, the public and all other service users	✓		I/R
Good analytical and problem-solving skills.	✓		A/I/R
Able to demonstrate effective active listening skills.	✓		I
A basic knowledge of HR & its key principals and functions		✓	A/I
Knowledge of HR administration procedures and associated documentation		✓	A/I



Falkland Islands Government – Job Description

Experience of HR database systems		✓	A/I
Experience of basic payroll administration		✓	A/I
A basic knowledge of key employment practices and legislation		✓	A/I
Knowledge of how Government works and experience in financial and recruitment procedures		✓	A/I
Personal Attributes:			
Committed to providing quality customer service	✓		I/R
Mature, supportive and helpful attitude	✓		I/R
Maintain the highest standards of confidentiality, integrity and professionalism when handling sensitive employee, organisational and personal information.	✓		I/R
Comply with all organisational information security, data protection, confidentiality and records management requirements.			
Accepts responsibility and takes accountability for one's own actions	✓		I/R
A self-starter, with considerable initiative, but able to work in a small team in order to achieve its objectives	✓		I/R
Ability to work flexibly if required and undertake additional hours as necessary	✓		I
A genuine interest in developing a career in HR.		✓	I
Qualifications and Training			
QCF/NVQ 3 qualification (or equivalent) in a relevant field, or CIPD level 3 in People Practice	✓		A/I
A valid Driving Licence	✓		A
Associate Diploma in People Management		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:

A - Application Form I - Selection Interview
R – Reference O - Other