



# Job Description

<b>POST:</b>	Senior People Services and Development (PSD) Officer
<b>TEAM:</b>	Oasis Restore
<b>RESPONSIBLE TO:</b>	People Services and Development (HR) Manager
<b>RESPONSIBLE FOR:</b>	PSD Administrator(s)
<b>SALARY:</b>	(SCP25) £32,020 to (SCP29) £35,411 + Local Government Pension Scheme
<b>LOCATION:</b>	Oasis Restore is Sir Evelyn Rd, Rochester ME1 3ND
<b>WORKING PATTERN:</b>	Full time (could accommodate 4-day part time working if requested)
<b>DISCLOSURE LEVEL:</b>	Enhanced

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## About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

## Job Purpose

As part of the People Services and Development (PSD) team, the post holder will play a key role in supporting the PSD Team and senior leaders in creating a therapeutic environment for staff and children alike. For the next year or so the post holder will significantly focus on supporting with mass recruitment and associated marketing and vetting checks, helping to set up payroll and with the induction and onboarding of new staff as we prepare to open the Secure School to children in Spring 2024.

Once the secure school is opened, the postholder will fully support the PSD Team with all transactional activities required to manage the whole employee life cycle with special emphasis in recruitment and selection, onboarding and vetting checks, induction and training and inputting data for

payroll and pensions for our outsourced provider. You will also line manage between 1 to 2 PSD Administrators. All of this will be in alignment with Oasis Restore ethos and values, best practise and employment and safeguarding law.

## Specific Responsibilities

### Recruitment and Selection

- To support line managers in compiling job descriptions, person specifications and recruitment adverts, providing templates, coordinating job evaluations and offering best practice guidance as required.
- To lead on the coordination and transactional duties of interview/selection process logistics, creating and maintaining a positive first impression for all candidates and ensuring all pre- employment and safeguarding checks are done correctly and in a timely manner escalating matters as and when required.
- During the mass recruitment phase, the post holder will be supported by the HR project administrators who will provide administrative support to plan and run these events.

### Onboarding and New Starter Administration

- Be responsible for the day-to-day administration of all pre-employment checks, the Single Central Record (SCR), the recruitment tracker, personnel folders, issuing contractual documentation and liaising with other Departments such as Finance and ICT and line managers as necessary.
- To track regular reviews in line with probation period ensuring that line managers are aware of procedures and return completed paperwork in good time and escalate any concerns.
- To obtain checks for consultants, agency staff and casual staff in accordance with Oasis Restore Policy and record on the SCR as and when required. Administer contractual changes documentation as and when required throughout the rest of the employee life cycle.
- Via the Administrators ensure that our benefits scheme are being administered correctly and efficiently.
- Manage the set up new starters on BromCom

### Payroll and Data reporting

- To carry out first stage inputs and checks each month.
- To support our outsourced provider with monthly payroll arrangements to keep track and process any administrative duties on the payroll dashboard.
- To address or escalate any payroll related queries from staff or line managers as required.
- Utilising the payroll system, to assist in the collation or production of relevant staffing data, statutory salary updates, gender pay gap reporting and Audits, SAR's and FOI requests and any other adhoc reports as and when required.
- Supporting with the processing of staff expenses, over time and mileage claims.

### Staff Training and Development

- To support the recording and scheduling of the induction courses for all staff, taking an active role in assisting during these training events by coordinating and booking venues and arrange refreshments.
- To assist with the booking, registration of training events and other development activities organised under OR's People Development Plan.
- Take a proactive part both in delivering and receiving training and actively promoting and creating a collaborative and supportive culture of curiosity, which has safeguarding embedded throughout.

### Absence Management

- To attend absence meetings to provide HR advice as and when necessary.
- In line with Absence Management policy, to track staff absences, self-certification, and fitness for work certification and return to work interviews ensuring full compliance of both staff and line managers.

- To monitor whole staff absence weekly identifying staff who have hit trigger points in line with absence management procedure escalating the findings when required.
- To support, make and track occupational health referrals as and when required.
- To support with sourcing cover both internally and externally when required both for planned and unexpected short- and long-term absences.

## Employee Relations

- To help set up, clerk and co-ordinate the elected staff forum(s)
- On occasion to provide clerking services to formal meetings (such as grievances and disciplinary matters) as and when required
- To provide '2<sup>nd</sup>-line' guidance to line managers and staff (either during hearings or outside of them), escalating more complex and sensitive matters as and when necessary

## Marketing

- To proactively support keeping our recruitment webpages and social media sites up to date and drafting engaging content to help attract potential new hires.
- To support with the production of correspondence to staff (emails, letters) and messages to our subscribers as required.

## General support and projects

- To assist the People Services and Development team to implement a wide range of HR projects such as Recruitment and Selection campaigns, implementation of OR's HR/payroll platform, benefit packages, training seminars, rolling out of the People Development Plan.
- To assist any member of the People Services and Development with administrative and operational tasks where necessary.
- To take on projects as directed by your line manager to both benefit Oasis Restore and your own personal and professional development.
- Undertake any other reasonable duties as required by either the PSD Manager or Chief People Officer.
- Support the Chief People Officer with policy development as and when required including the creation of toolkits and template letters.

## Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

## Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

## Person Specification

### Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> <li>An unwavering commitment to safeguarding children.</li> <li>An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos.</li> <li>Understands the importance of cohesion, diversity, and inclusion for a team to be effective and transformative.</li> </ul>	A, I
Competencies	<ul style="list-style-type: none"> <li>Pro-active approach to work, self-motivated, with the ability to spot and deal with issues as they occur, escalating them when applicable.</li> <li>Ability to establish relationships with a range of stakeholders to support the delivery of department outcomes. Acting as a team player, investing time to generate a common focus and genuine team spirit.</li> <li>Ability to seek opportunities to test new ways of doing things to make improvements, with the ability to recognise when something is not working to be able to alter their approach, accordingly.</li> <li>Experience of coping well under pressure and in difficult situations, able to identify and ask for support with any development needs.</li> <li>Ability to facilitate open communication and mutual understanding to drive the solution to conflict or misunderstanding.</li> <li>Passion for improving the lives of young people in the criminal justice system.</li> </ul>	A, I, GA, UT
Qualifications	<ul style="list-style-type: none"> <li>Educated to A-level or similar experience or qualification.</li> <li>CIPD qualified level 3 plus (L5 desirable) or willingness to undertake CIPD qualification.</li> <li>Any payroll qualification such as CIPP (desirable)</li> </ul>	A
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> <li>Previous administrative or clerical experience.</li> <li>Experience as HR Assistant or supporting with staff recruitment, event organisation and data processing.</li> <li>Understanding of employment legislation (desirable)</li> </ul>	A, I, UT

	<ul style="list-style-type: none"> <li>• Experience of using HR Information Systems or payroll systems (desirable).</li> <li>• Proficient with Microsoft office and Office 365</li> <li>• Demonstrate excellent attention to detail, understanding its importance. Develop tools to check their own work.</li> <li>• Ability and discretion to handle confidential information.</li> <li>• Ability to put forward their own views in a clear and constructive manner, choosing an appropriate communication method, e.g. email/ telephone/ face to face</li> <li>• Good numerical /logical reasoning skills with the ability to spot numerical errors.</li> <li>• Previous exposure of working within a care or education provision that supports children and young people with challenging behaviour (desirable).</li> <li>• Experience within education, health, local government, or justice sector (desirable).</li> </ul>	
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\*A= Application form

I= Panel interview

AC= Assessment Centre

UT= Unseen task, Mini Teach, Presentation