Job Description

Post title: Human Resources Officer

Department: Human Resources

Location: EMBL-EBI, Hinxton, UK

Title of Line Manager: Senior Human Resources Officer, EMBL-EBI

Main functions of the post:

The main functions of the post are:

As the EMBL pay and benefits expert within the Hinxton HR team
- advise staff, supervisors and HR Officer colleagues at EMBL-EBI
- ensure that the UK payroll preparations is checked and compliance tests carried out each month in line with organisation requirements
- work closely with the EMBL compensation and benefits team in Heidelberg providing input to projects and ensuring consistency of practice

Provide a high quality comprehensive HR generalist and recruitment service to assigned Research Groups and Service Teams at EMBL-EBI.

Support the performance of EMBL HR and Administration as a whole by bringing forward ideas for improvement, giving input to and supporting team decisions, and contributing to projects.

Organisational Context:

The Hinxton Human Resources team is responsible for providing a complete HR and recruitment service to EMBL-EBI, and carrying out associated operational tasks, guided and supported by the EMBL HR Department based in the EMBL headquarters in Heidelberg.

Due to EMBL’s status as an Intergovernmental Organisation, the organisation runs its own health and social security schemes in the framework of its Staff Rules and Regulations, and is outside the remit of UK taxation and employment legislation.
1. **Duties and Responsibilities:**

**General, Programme, Managerial and Administrative, as applicable**

Under the immediate supervision of the Senior Human Resources Officer the HR Officer – Pay and Benefits performs the following duties:

1.1 Compensation and Benefits

- Advise Hinxton HR team colleagues and EMBL-EBI supervisors and staff about EMBL compensation and benefits
- Oversee the preparation and check of the monthly payroll input for the UK payroll as a member of whole-EMBL payroll preparation team
- Coordinate end of contract payments each month for EMBL-EBI staff leaving the organisation
- Handle EMBL benefit claims for EMBL-EBI staff, e.g. education grant, home leave, unemployment benefit including liaising with staff and maintaining records in SAP
- Liaise with pay and benefits colleagues in Heidelberg to ensure consistency of understanding and practice and make suggestions for improvements
- Cover for Heidelberg pay and benefits colleagues as required

1.2 General HR

For assigned groups and teams

- advise staff and Group and Team Leaders on matters relating to employment at EMBL-EBI including salaries and benefits, tax and social security, contracts, and immigration requirements
- carry out tasks associated with these matters including
  - issue contracts, track contract end-dates and handle contract extension and renewal discussions and documentation
  - create and maintain HR and payroll records in SAP
- advise on performance management and handle case work

Generally

- actively build trust and rapport throughout EMBL-EBI in order to keep abreast of and be responsive to the concerns of both managers and sta
- enhance the overall performance of the HR function by proposing solutions and contributing to improvement projects
- contribute to Human Resources working groups and liaise with other functions in the administration and external service suppliers

1.3 Recruitment

For assigned groups and teams

Provide a full recruitment service including:

- advising recruiting managers on defining the requirement, preparing the job description and the selection process
- advising on content and advertising, taking into account the need to attract high quality candidates from across Europe and keep costs reasonable
- working with the HR Administrator on advertising and setting up interviews
- meeting with candidates invited for interview to explain EMBL pay and benefits & providing input to the selection discussion and decision as required.
- establishing the terms of the employment offer with the hiring manager, communicating the offer to the applicant and preparing the employment contract.
- acting as the main point of contact for the new joiner before they arrive and meeting them when they start, to go through contracts and other documentation

1.4 Deputise for the Senior HR Officer when required

1.5 Any other task as assigned by the Senior Human Resources Officer

---

2 Qualifications and skills

Basic qualification requirements:

2.1 Level and type of formal education:
Bachelor degree or equivalent in business or human resources.

2.2 Professional experience:

Essential:
Several years of HR experience, including pay and benefits

Desirable:
Experience of working outside the home country

Specific knowledge of UK employment law and payroll is not a requirement

2.3 Functional competencies;

Proven competence as an HR Officer/Advisor, preferably in an international context.
Ability to work with complex employment terms and conditions outside the context of national legislation.
Sufficient numerical ability to compile and analyse statistics and produce complex salary, allowance and benefit calculations.
Attention to detail to be highly accurate in maintaining and checking HR and payroll records.
Well-developed organisational skills to be able to assess priorities and meet deadlines.
Advanced communication skills to be able to understand and work towards resolution of issues.
2.4 Work relationships:
Advising Group and Team Leaders on employment questions and the application of the EMBL Staff Rules and Regulations.
Liaise with Group and Team Leaders to understand and meet their resourcing requirements.
Advising staff on employment questions and the application of EMBL Staff Rules and Regulations.
Collaborating closely with and supporting colleagues in the Hinxton HR Team to ensure that there is a high standard of service provision across EMBL-EBI.
Acting on advice and guidance from senior HR colleagues in Heidelberg.

2.5 Supervisory responsibilities: No formal supervisory responsibilities, but delegation of tasks to, and working effectively with HR Administrator.

2.6 Independence of work:
As the pay and benefits expert within the Hinxton HR team, advising other team members, and checking with colleagues in Heidelberg as necessary to ensure consistent practice.
Acting as the principal HR contact for assigned Groups and Teams, following the broad guidance of the Senior HR Officer and seeking further guidance as necessary.

2.7 Impact of work:
As the main advisor on matters relating to pay and benefits within the Hinxton HR team, and as the advisor on employment and recruitment for his/her client Groups and Teams, the HR Officer has the following impact:
- Ensuring accurate application of EMBL pay and benefits.
- Ensuring consistent application of the EMBL Staff Rules and Regulations.
- Supporting the Group and Team Leaders in dealing with performance and other personnel issues.
- Meeting resource requirements in a timely and cost-effective way – attracting and recruiting talented and skilled individuals into the organisation.

2.8 Difficulty of work:
The role requires an experienced HR professional who is able to communicate sometimes complex constructs effectively to all levels of staff in an international environment.

2.9 Language skills:
Excellent spoken and written English are essential.
Knowledge of German or French are desirable.

2.10 Computer skills:
Advanced Excel: Essential
SAP: Desirable