

JOB DESCRIPTION

Human Resources Officer



Organisation name: Accenture

Job title: Human Resources Officer

Reports to: Human Resources Manager

Role responsibility

We provide industry expertise and technology to help our clients create and deliver innovative strategies. Our consulting and outsourcing services have made a positive impact across the globe to more than 40 industries.

Within our HR team you will be involved in a range of internal initiatives aimed at developing our diverse and talented workforce. Your responsibilities will include recruitment, general administration, disciplinary procedures as well as learning and development. Our inspirational environment will give you lots of unique opportunities to develop yourself and others.

Role duties

- Managing candidate queries in the careers inbox for the recruitment team.
- Representing the organisation at careers fairs and networking events.
- Analysing consumer HR data and identifying trends.
- Regularly reviewing performance indicators, such as time to hire, sick absence and retention rates.
- Recruitment administration using appropriate HR systems.
- Contribution to social media careers channels.
- Managing talent succession plans.
- Preparing training materials for the learning & development team.
- Supporting line managers with people related issues.
- Maintaining relationships with existing suppliers and sourcing new suppliers.
- Note taking and writing reports.
- Training and mentoring junior staff.

Qualifications and skills

- A degree in business, human resources or related subject.
- Ability to use computer programmes such as Excel and a willingness to learn new HR systems.
- Outstanding people skills, particularly in terms of listening and being approachable.
- Works well with others to achieve team objectives.
- Organised with an attention to detail.
- Ability to keep cool under pressure.
- Excellent communication skills, both written and spoken.

This job description is a case study only. It should not be considered as an accurate description of a live role within the named organisation.