



## **JOB DESCRIPTION**

<b>Job Title</b>	HR & Facilities Officer
<b>Location</b>	33a, Islington Park Street, London N1 1QB
<b>Mission</b>	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement, in the occupied Palestinian territory and Lebanon.
<b>Job Purpose</b>	The HR & Facilities Officer works closely with the Senior HR Advisor to provide efficient, effective, and proactive HR services and facilities management to the UK office.
<b>Hours</b>	Part Time 21 Hours
<b>Reporting to</b>	Senior HR Advisor
<b>Key Internal relationships</b>	UK SMT, UK Staff, visitors from country offices
<b>Key external relationships</b>	Utilities, telecoms and office services providers, H&S, fire safety and security companies, travel agents, HR system providers, HR consultants, solicitors etc

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

## **1 Duties and key responsibilities**

### ***Support HR Services in the following areas***

- Maintain electronic HR systems and ensure that all performance management, annual leave, TOIL and sickness records are properly recorded.
- Ensure that all HR documents and forms are issued and returned in time, and that any follow up action is documented and actioned on time, with all documentation being filed on relevant personal files.
- Provide administrative support in MAP's HR processes: manage the end-to-end recruitment, induction, probation, performance evaluation, training and leavers process
- Responsible for uploading job adverts to various recruitment websites and liaising with the Communications team with regards to social media promotion
- Maintain and update accurate job descriptions within the organisation.
- Strong administrative and organisational skills
- Maintain the MAP org chart
- Support cascade of HR priorities in MAP country offices.
- Maintain insurance matters related to staff, as well as liaising with insurance companies.
- Maintain Proof of Life information
- Support with ad hoc HR projects.

### ***Facilities***

- Ensure that building maintenance and office space issues are managed proactively and engage contractors where appropriate.
- Ensure effective communication with suppliers including the ordering, installation, and maintenance of the alarm and keyholding systems, office equipment and furniture, keys, telephones, stationery, and other equipment required for the smooth running of the office.
- Liaise with support contractors with regards to the maintenance of kitchen equipment.
- Manage contract cleaning, recycling, and waste disposal companies.
- Ensure that the communal areas are kept clean and tidy and manage the provision of sundries in the kitchen.
- Arrange appropriate insurance for equipment, premises, employers and public liability and travel.



## **2 General Responsibilities**

- Support the mission, ethos, and values of MAP.
- Carry out other associated duties as may arise in line with the remit of the position in both HR and Facilities areas.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.

## **PERSON SPECIFICATION**

### ***Experience***

- Experience or knowledge of UK Human Resources law and management.
- Experience of computerised Human Resources Management systems.
- Experience of office /facilities management
- Ability to deal with information in a professional and confidential manner and respond with sensitivity.
- Ability to approach tasks with a positive attitude and a desire for continuous improvements.
- Regular checks of shared spaces and weekly checks of fire alarm system
- Ability to act on own initiative to solve problems, make decisions, and be assertive where necessary.
- Can display strong time management and organisational skills.
- Ability to express thoughts clearly, accurately and succinctly verbally and in writing to different audiences, and to relate well with others and to maintain relations with cordiality and diplomacy.
- Good negotiator skills and the ability to deal with a large and diverse number of suppliers and contractors.
- Proficient in IT and MS Office skills with a good appreciation of the uses and potential of IT and intranet systems as information management and learning tools
- . Arranging maintenance for any repairs etc as required
- Stock taking of stationery and kitchen supplies and arranging deliveries

### ***Personal attributes and other requirements***

- Commitment to personal learning, development and improvement in pursuit of own objectives and those of the team and organisation.
- Commitment to anti-discriminatory practice and equality diversity and inclusion
- Commitment to MAP's aims and values.