

ROLE PROFILE: Fixed term 6 months

ROLE TITLE: HR Officer

LOCATION: Hybrid working

ACCOUNTABLE TO: HR Lead

RESPONSIBLE TO: HR Lead with dual reporting to COO/MD for the clinics

HOURS: p/t up to 20 hrs pw (9am -5.30pm) Monday -Friday

About Awakn Life Sciences

Mental health and addiction (including alcohol), is the 5th leading cause of illness globally, affecting 20% of the world's population. The existing addiction and mental health treatment options are not always effective for all people.

In Awakn Life Sciences we believe that the combination of psychedelic medicine, psychotherapy, delivered by qualified therapists, in a carefully designed environment, leads to improved treatment outcomes.

Awakn is a biotechnology company with clinical operations researching, developing, and delivering psychedelic medicine to treat Addiction. Awakn is integrating psychedelic medicine into mainstream healthcare through Research, Digital, Clinics, and Ecosystems.

www.awaknlifesciences.com | [Twitter](#) | [LinkedIn](#)

About Awakn Clinics

In Awakn Clinics, we provide hope for those for whom the status quo is not working by combining the proven therapeutic potential of psychedelics with psychotherapy to treat Addiction, Anxiety, Depression, and PTSD. Each Awakn Clinic is led by a Clinic Director with support from a consultant psychiatrist and will deliver ketamine-assisted psychotherapy. Some Awakn Clinics will also be sites for Awakn Research's clinical trials.

awaknclinics.com

Role Purpose

- The HR Officer is an integral part of a small but growing HR team, responsible for the HR administration as well as supporting and working closely with the HR Lead and wider business to provide a high-quality professional HR advice, and support to Awakn Managers. You will be the first point of contact for our teams across the UK and Oslo, dealing with day-to-day queries as led by the HR Lead (e.g., pay, probation, attendance, and annual leave). Responsible for managing the HR inbox and responding to queries promptly.

KEY ACCOUNTABILITIES

Strategy

- Supporting in the development and implementation of the HR Strategy using innovation and best practice in line with the Company's Corporate Plan.
- Operating an effective HR service that is aligned with the company objectives.

Responsibilities

- Assisting the HR Lead to ensure all policies and procedures are in accordance with the statutory, regulatory requirements and best practice to provide innovative solutions to meet the company's business requirements.
- To maintain and review the HR administrative system on Google HR Drive and document management necessary to support the HR service throughout the company.
- To produce HR management information routinely and exceptionally as required by the Managing Director for the Clinics (MD), CEO and HR Lead for report to the Senior Leadership team and Clinic Management team
- To work with the HR Lead, Chief Finance Officer (CFO) and the MD on the application of pay review and bonus scheme, and ensure that contractual changes are properly documented.
- Update the payroll monthly register as directed by the HR Lead
- Update the probation register across the organisation
- Assist the HR Lead to submit accurate monthly payroll information to the agreed timescale to the company outsourced payroll bureau.

Policy Development & Review

- Responsible for ensuring managers and employees have full awareness of and easy access to all relevant policies and procedures in the HR drive on Google Workspace.
- Ensuring fair and consistent application of HR policies and procedures
- Assist in preparation of reports and guidance material recommending
- Prepare and regularly update the Fit and Proper Person spreadsheet for internal/external audit.
- Assist the HR Lead in continuously updating, improving and developing service delivery, policies and procedures in line with best practice and the company's corporate plan.

Staff Recruitment & Selection

- Lead on providing effective management of recruitment campaigns, including direct recruitment and agency-sourcing.
- Update and maintain the Recruitment tracker as new vacancies arise
- Ensure all recruitment campaigns are signed off by Finance, the MD and or Clinic Directors before advertising.
- Conduct pre-employment checks
- Provide an efficient and effective recruitment administration service, in line with GDPR and disclosure requirements
- Creation and completion of new employee files ensuring that all files are accurate, completed and stored in the HR Drive on Google Workspace

Staff Training & Development

- Support and encourage managers to ensure that regular reviews are held for all employees in line with the performance management procedure, probation, and appraisal
- Assist the HR Lead in organising training to improve performance management within the Organisation
- In liaison with the HR Lead, maintain and update the Company Staff Handbook in line with UK legislation.

Personal/Professional Development

- Participate in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Participate in training programme implemented by the HR Lead
- Effectively manage own time, workload and resources
- Assess own performance and development and take accountability for own actions, either directly or under supervision.

General

- To attend any formal proceedings at hearings and business meetings on behalf of the HR Lead as and when required to take notes and or prepare the agenda.
- To undertake any other duties as commensurate with this role

Person specification: Role related knowledge, skills and experience

- CIPD qualification or equivalent is essential (CIPD level 3/ CPP equivalent)
- GCSE Maths and English (essential)
- Proven ability of providing HR support on a full range of issues providing creative solutions to business problems
- Experience of working in a multi-cultural organisation
- Experience of contributing to the development and successful implementation of HR policies or procedures
- Basic knowledge of employment law and current best practice in people management
- Experience in identifying and implementing improvements to HR processes
- Highly competent administrator, with an eye for detail and accuracy
- Highly developed and effective communication skills both oral and written with an ability to operate in a wide range of formal and informal settings
- Experience of providing a high level of customer service and dealing with confidential information
- Ability to clearly and accurately communicate processes and procedures verbally and in writing.
- Ability to work under own initiative and manage workload appropriately.
- Sound working knowledge of standard IT packages, systems and/or databases.
- Good time management skills

Desirable skills and Experience

- Experience in HR/Recruitment setting
- Knowledge of employee engagement strategy
- Experience of implementing and managing HR databases (CIPHR/Cascade/People HR or People Soft)
- Knowledge of using Google Workspace

CORE COMPETENCIES

Delivering excellent services

You focus on getting it right first time, actively looking for better ways to deliver a quality service

You are considered effective when you

- Engage customers to determine the options and solutions that best meet their needs
- Work to understand the diverse needs and expectations of customers
- Ensure quality standards are set and monitor progress to ensure high quality services are delivered
- Monitor and evaluate satisfaction levels and service performance and seek to improve services
- Anticipate potential problems and initiate ways to overcome them
- Proactively look at the HR services delivered and suggest ways in which it can be improved
- Welcome and actively use new technology to deliver excellent HR service
- Take ownership of issues and problems

Communicating effectively

You adapt your style of communication with different people and in different situations to ensure mutual understanding

You are considered effective when you

- Communicate clearly and directly in a way that meets the needs of the recipient
- Check understanding and re-present or information to correct any misunderstandings or mistakes
- Ask the right questions in the right way to clarify meaning
- Understand and work to reduce barriers to effective communication
- Listen actively to others, understand and respond to key messages
- Demonstrate openness in sharing information and keeping people informed

Working effectively

Plans and organises work to meet individual, team, clinic and departmental objectives whilst achieving quality and value for money

You are considered effective when you

- Manage own work to deliver on time and considers the impact on others when prioritising tasks
- Ensure systems are in place to manage workload efficiently and effectively
- Meet the Organisation's agreed performance standards, thinking ahead and identifying any problems in doing so
- Take ownership to complete assigned tasks independently and with guidance from the HR Lead when required
- Understand and work to achieve the aims of the HR service and monitor progress regularly
- Use initiative in suggesting ideas for improving service quality and value for money
- Manage own development and performance and provides information and support to assist the development of others

Working with others

You understand your impact on, and how to work with, others. You share ideas and experience to achieve objectives

You are considered effective when you

- Proactive in building rapport with colleagues and external customers and stakeholders, respecting other people's values, views and opinions
- Cooperate and work effectively as part of the Awakn team in the UK and abroad
- Share and implement good work practice
- Understand how your job contributes to the wider Awakn teams across the organisation

The main duties and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The post-holder will be expected to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the challenging needs of the business. The post-holder will be expected to participate in this process and the company would aim to reach agreement to changes.

Approvals, Checks and Company Policies

- Employment will be subject to satisfactory checks with previous employers and approval agencies – such as DBS.
- All Awakn employees are to abide by the SOPs, the Awakn Quality, Safety, and Risk Management Framework, and the Awakn Staff Handbook.

Awakn is an equal opportunity employer. Individuals are selected on the basis of their abilities and merits to perform the tasks required. Our policy is to be fair and consistent in all aspects of our business. We recognise respect and value differences and diversity. We embrace equality as part of our normal way of doing things because we believe that it is the right thing to do for our people, our clients and our success.

All applications received will be dealt with confidentially and subject to the company recruitment and selection processes.