

HR Officer

Salary Range: £30,000 to £35,000

Location: Harrietsham, Kent

Application and Interviews

All applications are to be made in writing to newjobvacancies@bedfont.com with a covering email and attached CV.

The job advert closes on **15th October 2025**, with 1st stage telephone interviews scheduled to be held during the last two weeks of October 2025 and the face-to-face interview stages to follow.

Hybrid Working Opportunity

This role is eligible for the hybrid working benefit, requiring the successful candidate to attend our Harrietsham office three days per week, with the flexibility to work from home up to two days a week once deemed competent to work independently and in line with the business needs. Applicants must be UK-based and live within a practical commutable distance of our office. Hybrid working is a benefit at Bedfont and not a contractual term.

The Story:

Established in 1976, Bedfont is an award-winning medical technology company based in Harrietsham, Kent. Its breath analysis medical devices are exported globally thanks to its network of carefully selected distributors.

The Challenge:

Healthcare is evolving and the market for breath analysis monitors is expanding. Bedfont are looking for hard-working, like-minded, and passionate individuals to join the Bedfont Family to help achieve its goal of innovating healthcare worldwide.

The Benefits:

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| • 25 days paid holiday plus bank holidays | • Social events |
| • Private medical insurance | • Well-being warriors |
| • Subsidised health checks | • Well-being garden and room |
| • Annual optical allowance | • Cycle to work scheme |
| • Pension scheme | • Employee awards |
| • Bonus scheme | • Free on-site parking |
| • Hybrid working | • Training & development opportunities |
| • Employee Assistance Programme (EAP) | • Free uniform |
| • Rewards app | • Subsidised Celler8 device |
| • Referral bonus | • Subsidised kids club |
| • Charity days | • Time in service annual leave bonus |
| • Home office setup allowance | • Enhanced Maternity and Paternity Pay |

Your Mission:

The HR Officer will play a pivotal role within Bedfont's Office Department, working closely with and reporting to the Office & HR Manager. This position will be central to shaping and delivering people strategies, ensuring they align with the company's vision, values, and growth plans. The HR Officer will provide proactive support across all areas of the employee lifecycle, from recruitment and onboarding to performance management and employee engagement. With a strong focus on accuracy, confidentiality, and compliance, they will meticulously administer the HR function, maintain impeccable records, and serve as a trusted point of contact for employees and managers alike. This is a hands-on role that blends day-to-day operational HR tasks with the opportunity to contribute to continuous improvement and the development of innovative people initiatives.

Bedfont® Scientific Ltd.

Station Yard, Station Road, Harrietsham, Kent, ME17 1JA, England. Tel: +44(0)1622 851122 Fax: +44(0)1622 854860 Email: ask@bedfont.com

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Roles and Responsibilities:

- Deputise for the Office & HR Manager during periods of absence, ensuring continuity of HR operations and decision-making.
- Coordinate and manage recruitment processes from start to finish, including drafting job adverts, liaising with agencies, shortlisting candidates, arranging interviews, and issuing offers.
- Oversee and process all onboarding activities, ensuring new starters have a smooth and professional induction experience.
- Conduct investigation meetings in relation to employee relations issues, producing clear and accurate notes and reports.
- Act as the first point of contact for everyday HR enquiries, providing timely and accurate advice to employees and managers.
- Maintain up-to-date knowledge of UK employment law and HR best practice, advising managers accordingly.
- Prepare and update HR documentation, including contracts, offer letters, policies, and procedures.
- Maintain accurate employee records in the HRIS, ensuring compliance with GDPR and company procedures.
- Support the performance management process, including probation reviews, appraisals, and capability procedures.
- Assist with absence management, including monitoring trends, holding return-to-work meetings, and escalating issues as required.
- Coordinate staff training and development initiatives, tracking completion and evaluating effectiveness.
- Produce HR reports and data analysis to support decision-making.
- Support employee engagement activities and contribute to creating a positive workplace culture.
- Work with the Office & HR Manager on HR related projects.

Qualifications:

- CIPD Level 3 Foundation Certificate in People Practice, CIPD Level 5 Associate Diploma in People Management or equivalent HR qualification
- Proven HR experience in a generalist or advisory role, preferably within a fast-paced business environment
- Strong knowledge of UK employment law and HR best practice
- Experience supporting employee relations casework, including investigations, disciplinarys, and absence management
- Familiarity with HRIS systems (e.g., BrightHR or similar)
- Experience contributing to HR policy and document development and implementation

Key Skills & Competencies:

- Excellent administrative and organisational skills with meticulous attention to detail
- Ability to prioritise and manage a varied workload to meet deadlines
- Strong interpersonal skills with the ability to build rapport at all levels of the business
- Confident in providing advice and guidance to managers and employees
- Excellent written and verbal communication skills

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- Problem-solving mindset with the ability to act with initiative and minimal supervision
- Discreet, trustworthy, and able to handle confidential information sensitively
- Adaptability to work in a fast-paced environment with changing priorities
- Competence in using Microsoft Office (Word, Excel, Outlook, PowerPoint)

In addition, employees may be required to undertake other duties as may reasonably be required of them. In these circumstances training will be given where it is considered.

Bedfont[®] Scientific Ltd. does not and will not discriminate in the recruitment or managing of staff on the basis of race, colour, religion, gender, age, disability, marital status, sexual orientation and more. We are an equal opportunity employer and Bedfont[®] regards every employee as a member of the Bedfont[®] family and is committed to providing a fair, safe, diverse and welcoming atmosphere. Our application process has been designed so that everyone is able to demonstrate their skills and how they meet the criteria required for the job advertised. All successful candidates will be subject to a digital ID and DBS check. If you are interested in applying for this role, please visit <https://www.bedfont.com/careers> to apply.

Our family, innovating health, for yours.

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