

## AI HR Officer – Recommended Key Scope

The AI HR Officer role ensures that HR is still central to responsible and ethical AI use across the employee lifecycle. The scope includes governance and compliance with evolving regulations, conducting impact and bias assessments, and safeguarding fairness in AI-driven decisions. The officer builds employee trust through transparency, clear communication, and grievance channels, while also shaping HR policies, training, and leadership reporting. Working closely with IT and data teams, they translate complex technical issues into workforce implications and keep boards informed of risks, culture shifts, and trust indicators. Without this role, HR risks being the weakest link in AI governance, despite being where the greatest people-related risks and opportunities sit.

### Governance & Compliance

- Lead HR's response to EU AI Act, GDPR, UK ICO AI guidance, and future UK AI legislation.
- Conduct AI Impact Assessments for HR processes (recruitment, promotions, performance).
- Maintain HR's section of the AI Use Register, logging all people-related AI systems.
- Ensure human oversight is embedded in all employee-impacting decisions.

### Bias & Fairness

- Run bias audits on recruitment algorithms, promotion tools, and learning systems.
- Publish transparent metrics on fairness in AI-driven decision making.
- Partner with DEI leaders to align AI with equity and inclusion strategies.

### Employee Trust & Engagement

- Develop AI transparency statements so employees know when and how AI is used.
- Manage employee comms and FAQs about AI in HR (e.g. "Is my data safe? How is AI judging me?").
- Establish grievance and escalation processes for employees affected by AI tools.

### Policy & Training

- Write and update HR AI policies (e.g. recruitment, onboarding, monitoring, L&D)
- Deliver training for HR business partners and line managers on responsible AI use.
- Ensure contracts and handbooks reflect AI responsibilities and employee rights.

### Data & Technology Partnership

- Work with IT/Data teams to ensure HR data used in AI is lawful, minimal, and secure.
- Represent HR in the Cross-Functional AI Committee.
- Translate technical compliance issues into HR and workforce implications.

### Board & Leadership Reporting

- Provide quarterly updates to the Board on AI's impact on people, culture, and risk.
- Flag HR-related regulatory risks or breaches proactively.
- Track people-centred KPIs such as employee trust in AI, grievances, and fairness outcomes.

### Why It Matters

Without a role like this, HR risks being the weakest link in AI governance where the greatest employee risks sit, but where accountability is often missing. An AI HR Officer ensures HR is not sidelined but central in shaping compliance, ethics, and trust.