

## Job Description

<b>Job Title:</b>	<b>HR Manager</b>
<b>Reports to:</b>	<b>Finance Director</b>
<b>Responsible for:</b>	<b>HR Assistant</b>
<b>Location:</b>	<b>Head Office, Rotherham</b>
<b>Grade:</b>	<b>3</b>
<b>Salary:</b>	<b>£28,279</b>
<b>Job type:</b>	<b>Permanent, part time (26 hours over 4 days)</b>

### Job Purpose

- To undertake the day to day management of the human resources function, to include recruitment, retention and performance management of the staff team, advising managers and employees on HR matters, learning and development and employee relations. To contribute to the development of HR strategy, ensuring that the organisation's policies, procedures and practice comply with legislation and good practice. To produce HR management information to enable future planning.

### Key Responsibilities

- Leading and directing the human resources team to deliver a comprehensive HR service for the organisation
- To keep up to date with legislative changes relating to employment and recommending changes of policy to conform to requirements of legislation and best practice.
- Provide training and coaching for managers on HR related issues including managing performance, sickness absence, appraisals etc
- Providing clear advice to enquiries from staff relating to general terms and conditions of employment
- To oversee the organisations recruitment process including advertising, appointments administration, interviewing processes, preparing contracts of employment and induction
- To identify training and development needs of the organisation, liaise with external providers to provide training opportunities, and monitor learning and development activity and expenditure
- Ensuring that all personnel files are properly maintained in line with data protection legislation
- Ensuring that procedures, policies and practices are robust in relation to data protection compliance
- Providing advice on disciplinary and grievances
- Providing advice on organisational restructuring including redundancy

- Proactively work with managers to manage sickness absence
- Liaising with the Finance Department on issues affecting payroll and pensions
- To take responsibility for individual learning and professional development, utilising the supervision policy, within a framework of changing organisational needs and requirements
- To participate in local and national training and development opportunities
- To work in an efficient and flexible manner through effective team working, which involves offering support, co-operation and feedback to colleagues, ensuring that all HR processes are performed on a co-ordinated basis and delivered to a high standard
- To initiate and participate in changing work practices, as agreed, and to encourage this in others, to ensure effective co-ordination of services and communications
- To undertake any other duties as requested and reasonable to the post

### **Qualifications, skills and experience**

#### **Essential**

- A recognised HR qualification and membership of a HR professional body
- Experience in a busy HR environment at management level
- Experience of staff supervision and management of multiple work-streams
- Experience of dealing with employees across all levels including at times, challenging individuals
- Experience of managing employee relations, including managing absence, disciplinaries, grievances, sickness and redundancies
- Experience of implementing new systems and processes and facilitating change
- Experience of developing and updating policies in line with legislative changes and good practice
- Strong working knowledge of employment regulations and legislation
- Ability to be self-motivated, with good organisational and time management skills
- Ability to resolve problems in a proactive, practical and positive manner, taking the initiative with a practical, 'hands on' approach to work
- A valid driving licence and access to a vehicle
- Flexibility to travel across a wide geographic area with occasional overnight stays

#### **Desirable**

- Education to a degree level or equivalent
- Experience of designing and delivering training
- Experience of working within the charity sector or in a social care environment

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.*