

**Position: - Human Resource Manager**

<b>Job Title:</b>	Human Resource Manager
<b>Hours:</b>	Full and part time positions, You will also be required to attend staff meetings throughout the business year
<b>Contract Type:</b>	Permanent/Part Time
<b>Salary:</b>	Up to £42,500 depending on experience and qualifications
<b>Responsible to:</b>	Business manager

**Job Description:**

We're looking for an experienced Human Resources Manager to join our head office on a full-time basis. Our staff are at the core of our success and your role will ensure that the best talent is attracted, developed, supported and retained in every area of the business.

**General Main Duties and Responsibilities:**

- To Line manage, train and develop a team of HR administrators and assistants
- Developing and implementing effective HR policies and procedures
- Assessing staff performance and creating effective training and development plans
- Overseeing the preparation of offers of employment, job contracts and other employee-related paperwork
- Investigating and managing all disciplinary and grievance hearings and finding appropriate solutions
- Keeping up to date with employment law and ensuring the company is legally compliant
- Coordinating recruitment – Overseeing the recruitment process, including job advertisements, reviewing and short listing applications and interviewing candidates
- Inducting new staff – Designing processes to Induct newly recruited staff and contractors (supporting them to adjust to their new responsibilities and working environments)
- Coordinating and delivering training – Regularly assessing training needs and developing and delivering training programmes
- Monitoring performance – Managing staff performance by clarifying expectations and setting objectives and goals with business leaders, as well as providing feedback and reviewing results
- Monitoring attendance/absences – Keeping accurate records of employee attendance, scheduled time off, sick leave and sabbaticals
- Carrying out salary reviews – Conducting regular salary surveys and reviews (meeting with individual employees to assess their pay and decide whether they're due a salary increase)
- Overseeing payroll – Organising the timely payment of all employees for the hours that have been worked, usually by delegating to junior HR staff
- Managing benefits – Designing and advising the company and its staff on benefits packages (a collection of perks and benefits that supplements an employee's salary)
- Dealing with grievances – Addressing staff grievances (a formal way for staff to raise an issue or complaint with their employer) by setting up meetings to discuss concerns and taking further action if necessary
- Developing long-term strategies – Developing and implementing long-term human resource strategies, plans and procedures which support the wider business goals
- Ensuring legal compliance – Working to ensure that all company policies and procedures are up to date and in line with employment law and legislation
- Managing HR team – Overseeing the performance of in-house HR team including work distribution, training and development

## Human Resource Manager – Personal Specification

	<b>Essential:</b>	<b>Desirable:</b>
<b>Qualification:</b>	<ul style="list-style-type: none"> <li>• Masters /Bachelors Degree in HR</li> <li>• Higher Level Diploma In HR</li> <li>• CIPD Level 5/7</li> <li>• To have gained between two and five years experience within a junior HR role, such as human resources administrator, assistant, or coordinator</li> </ul>	
<b>Skills, Knowledge, Aptitude &amp; Experience:</b>	<ul style="list-style-type: none"> <li>• 3 to 5 years experience of working in an HR position with sound knowledge of general principles and practices</li> <li>• Proven experience of managing redundancies, disciplinaries, grievances and performance-related issues effectively</li> <li>• Sound and up-to-date knowledge of employment law and compliance</li> <li>• The ability to build strong relationships and establish interpersonal connections across all levels of the company</li> <li>• Able to work sensitively and discreetly with extremely confidential information</li> <li>• Tech-savvy with the ability to get to grips with new programmes and software quickly</li> <li>• Communication: Strong communication skills to clearly and confidently communicate with management, potential employees and current employees</li> <li>• HR knowledge: Confidence in handling a wide range of HR issues including learning &amp; development, recruitment, payroll, reward schemes, disciplinaries etc.</li> <li>• Organisation: Working methodically and juggling a wide range of time-sensitive tasks, requests and priorities</li> <li>• Decision making: Analysing information quickly and using it to make robust decisions regarding recruitment and grievance</li> <li>• Conflict management: Solving problems and managing conflicts in a calm, civil and professional manner</li> <li>• Approachability: Creating a comfortable atmosphere where employees feel comfortable and safe sharing their problems and concerns</li> <li>• Negotiation: Negotiating offers for employment so that both the employee and the company are happy</li> <li>• Discretion: Handling confidential information appropriately and never divulging company information to any</li> </ul>	

	<p>unauthorised person</p> <ul style="list-style-type: none"> <li>• Employment law: Understanding the basics of employment law, such as employment contracts, statutory pay and dismissal procedures</li> <li>• Tech-savvy: Using a range of visual planning software, digital spreadsheets, online databases and workplace analytics software to support the role</li> </ul>	
<b>Physical:</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to undertake manual work and to perform tasks</li> </ul>	
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• An experienced and credible HR professional with a breadth of generalist experience and understand the key issues and trends in HR and where to require further knowledge.</li> <li>• You should be able to get up to speed quickly to understand the context and stakeholders, and their wants and needs in any given situation</li> <li>• You should be pragmatic and business focused, able to integrate the needs of stakeholders and in particular the perspectives of HR teams and Line Managers across our business. To work and understand their challenges and priorities and ensure these are met and addressed</li> <li>• An active listener and strong communicator, and are able to build relationships with a diverse global group of stakeholders at all levels of the organization.</li> <li>• You should be self-motivated and resourceful, able to work independently to find and deliver the best outcome.</li> <li>• You should also be a true team player, willing to lean in, support your colleagues and do what is needed to get the job done.</li> <li>• A team player with proven successful experience in an HR generalist role with good understanding of employment law and strong case management experience (performance improvement, probation, disciplinary, grievance, sickness management) which balances the needs of the organisation and mitigates risk</li> </ul>	

	<ul style="list-style-type: none"> <li>• Track record of engagement, communication and influencing with business both verbally and written</li> <li>• Ability to prioritise and proactively manage multiple HR cases</li> <li>• Focus on informal resolution and able to demonstrate the associated skills</li> <li>• Provide stakeholder management with Business Leaders/Managers, HR Business Partners, and other interfacing roles within the organisation</li> <li>• Ability to analyse and visualise data, identify trends and provide solutions</li> <li>• Strong MS Office skills including Excel</li> </ul>	
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**The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.**

**You may contact us at:**

**Placing People Direct**

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