**HR**

| **HR Manager****Rate of pay:** £33-38,000 FTE**Hours:** 37.5pw, part time may be considered**Location:** Office, with some hybrid working possible**A/L entitlement:** 33 days pro rated**Responsible to:** CEO **Responsible for:** Admin Assistants |  | **Purpose of role:**To ensure:* The workforce is fully supported throughout their time with the Trust
* Effective and appropriate recruitment actions, processes and approaches are in place
* Service managers and deputies receive effective HR advice and support
* All HR policies, procedures and paperwork is effective and in line with Trust values, approaches and employment law
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**Job Description and Role Requirements**

| **RESPONSIBILITIES****Workforce:*** Support and line manage Head Office Administrators
* Oversee and support others to manage the full employee journey
* Be the lead liaison with the Trusts external HR advisors
* Manage staff recruitment, retention, succession and development including apprenticeships
* Ensure all safer recruitment requirements are met
* Ensure an effective probation process is in place and achieved
* Ensure HR processes, policies and approaches are aligned to the Trust’s values
* Ensure all HR paperwork is up to date, meets legislation and incorporates organisational values and ethos
* Ensure all job descriptions are up to date and include a statement noting the expected impact of each role
* Provide staff absence and wellbeing support to managers and staff, ensuring an effective process is in place and adhered to
* Oversee and manage investigation, disciplinary and grievance to ensure procedures are followed correctly.
* Liaising with other managers to determine the most appropriate investigating officer and decision maker
* Undertake disciplinary investigations and/or meetings as required by the Trust
* Ensures a staff wellbeing strategy is in places and is beneficial to the teams
* Manage HR policies update when necessary and review at least annually
* Establish and maintain work experience opportunities for university and or college students
* Work with the Training and Development department to ensure staff receive appropriate training and development opportunities along with relevant competency checks and within budget
* Work with the training and development team to develop an awareness course for staff covering HR policies, processes, complaints and other relevant information
* Provide payroll support to the Finance team
* Manage HR software systems and ensure effective reporting
* Innovative with systems for reporting to enable and maintain effective oversight across the Trust
* Be the Trusts Data Protection Lead
* Undertake and suggest other projects as required

**External Representation:*** Represent the Trust on all relevant external boards and networking groups
* Ensure all social media etc posts regarding HR and wellbeing issues are in line with organisational values and approaches

**Management:*** Build and maintain positive relationships with management teams and staff, providing professional advice and support regarding HR issues.
* Actively attend and contribute to internal and external meetings as required
* Fully prepare for and participate in internal management meetings, project groups and organisational strategic development
* Support the CEO and wider Trust management in achieving strategic aims

**Health and Safety:*** Promote a positive attitude towards the development and maintenance of a Health and Safety culture through all aspects of the Trust. Ensure employees and visitors within the Trust are aware of their responsibilities; that they comply with Health and Safety Legislation and Trust policies and procedures. Be aware of welfare issues affecting the Trust personnel and be proactive in assisting and supporting them.

**Equality and Diversity:*** At all times promote the Trust’s core values and an organisational culture that positively reflects best practice on equality and diversity issues and that meets the Trust’s legal and ethical obligations.
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**Key Skills and Person Specification – HR Manager**

| **Qualifications & Abilities** | **Essential** | **Desirable** |
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|  | * Professional HR management qualification ie Level 4 or 5 CIPD or equivalent, or working towards
* In depth understanding of employment law and ability to cross map changes to understand the potential impact on other areas
* Strong communication skills - orally, virtually and written
* Understands confidentiality
* Computer literate with strong working knowledge of word processing, spreadsheets, email, databases, virtual meeting and other software formats
 | * Strong understanding of social care organisations and their workforce achievements and challenges
* Experience facilitating group workshops/training
* Working knowledge of Google Apps, Care Control, Access HR software
* Good working knowledge of training and adult education benefits and challenges
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| **Behaviours** | **What we are looking for** | **What this might look like** |
| **Working together** | * Supports the Trusts values – recognising the need to align all work practices and processes accordingly. Ability to empathise with people with different abilities, backgrounds and viewpoints
* Maintains confidentiality within Trusts policies and procedures
* Consistently maintains and promotes high standards, and ensure others meet these
* Has a positive attitude and inspires others
* Is someone who others can come to for advice and help
* Works on own initiative and as an integral part of a team
* Able to make decisions and generate solutions to problems as they arise
* Communicates and listens effectively at all levels
* Accepts and provides feedback in a constructive and timely manner
* Approaches work with positivity and energy and thrives in a busy environment
* Able to conduct supervisions and appraisals effectively and constructively
* Ensures a safe working culture for all
* Protects and supports the safeguarding of all Trust people from abuse and undertakes the correct procedures for reporting a safeguarding concern
 | * Has an open mind with a respectful, non-judgemental and non-discriminatory approach, treating others with dignity and respect
* Shows empathy and kindness to all regardless of the situation
* Is resourceful in effective team management to maintain high quality provision
* Creates a happy a positive team environment
* Is consistently professional, shows integrity and is a reliable role model
* Reacts positively and flexibly to change, sometimes without much warning
* Welcomes colleagues who are looking for advice and help
* Speaks clearly and uses appropriate language with excellent feedback and delegation skills
* Shares information effectively, has good listening and feedback skills
* Ensure communication of any type does not lead to inadvertently breaking a confidential piece of information
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| **Planning**  | * Has excellent time management and organisational skills
* Prioritises workload, ensuring all objectives and deadlines are met
* Assists other to improve time management skills
 | * Understands when to complete, schedule and delegate tasks to ensure organisational and strategic needs are met
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| **Training & development** | * Holds and reinforces a positive attitude to self and workforce development
* Undertakes all training deemed necessary and actively seeks CPD opportunities
 | * Actively reflects on working practises: What was good, what wasn’t so good, how can I improve and how will I do it better next time?
* Seeks and uses feedback and reflective practice to improve work performance
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| **Creativity & strategy** | * Challenges conventional wisdom and organisational processes, seeks great ideas and innovation from industry, other organisations, training and peers
* Identifies problems and seeks opportunities for improvement
* Demonstrates courage and supports others to be courageous
* Is effective in leading change
* Works with Managers across the Trust to ensure the employee journey is as positive as possible
* Develops and meets organisational HR strategic aims
 | * Able and willing to voice views and ideas, even if different from others
* Actively researches into new initiatives and shares new ideas for consideration
* Take a positive stance in changing and evolving situations
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| **Personal development** | * Resilient and works effectively under pressure, handling difficult circumstances in a manner appropriate to the Trusts values
* Open to change and receptive to new ways of working with the ability to be flexible in approaching tasks and problems
* Willing to ask for assistance and support when needed with tasks and self wellbeing
* Takes ownership and responsibility for decisions and actions
 | * Is self-aware, recognising personal strengths and weaknesses and uses this knowledge to interact positively with others.
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