**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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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. |