

HR Manager

Job Description



Reports to: Head of HR & Facilities

Direct reports: HR Officer
HR Assistant
Volunteering Coordinator

The Role

The HR Manager has responsibility for the efficient and effective delivery of the whole HR service. They achieve this in partnership with the HR team, providing the team with day to day support and guidance.

They have operational oversight of the safer recruitment of employees, self-employed contractors and volunteers, learning and development, HR processes including payroll and the provision of professional HR advice, coaching and support to the business.

Key Tasks

HR Professional advice and support	
O	To provide guidance, advice and support to the HR team, providing regular support and supervision and coaching
O	To work closely with managers to coach, develop and support them in all aspects of people management including: <ul style="list-style-type: none"> ○ resource/succession planning ○ work design ○ performance Management ○ grievance and disciplinary matters ○ capability ○ ill health ○ contract variations ○ redundancy & restructuring ○ employment law and best practice ○ employee Wellbeing ○ family friendly policies
Learning and Development	
O	To embed the charity's competency and behaviours framework
O	To work closely with the business to understand each team's learning and development priorities and requirements, supporting managers in undertaking needs analysis and creating personal development plans
O	To write a charity wide learning and development plan that develops people's capabilities and reflects and supports the delivery of business goals, organisational

	values and culture
<input type="checkbox"/>	To monitor all expenditure for the above, and ensure this is managed within an agreed budget
<input type="checkbox"/>	To plan and source learning and development solutions, including commissioning external providers or in-house delivery
<input type="checkbox"/>	To plan and deliver internal workshops on HR best practice, as needed
<input type="checkbox"/>	To evaluate learning and development interventions to demonstrate the return on investment
<input type="checkbox"/>	To oversee the quality and effectiveness of the charity's induction programme
<input type="checkbox"/>	Together with the team, to plan, organise and run staff induction days
Safer recruitment (volunteers, employees and self-employed contractors)	
<input type="checkbox"/>	To constantly look at ways to improve and add value to the current recruitment processes and methods already in place, and make recommendations for change to the Head of HR & Facilities
<input type="checkbox"/>	To manage all recruitment activity, delegating to the team as appropriate, and ensure that all appointments are made in line with the charity's safer recruitment processes, best practice and statutory duties
<input type="checkbox"/>	To participate in recruitment panels as necessary
<input type="checkbox"/>	To agree starting salaries for new staff appointments and sign off conditional offers of appointment and variations to contract
Volunteers	
<input type="checkbox"/>	To lead on the development and expansion of the charity's volunteering scheme
HR Management processes	
<input type="checkbox"/>	To manage the annual performance review process
<input type="checkbox"/>	To ensure information held on the HR database is up to date and accurate and provide reports as necessary
<input type="checkbox"/>	To oversee management of the monthly payroll, carrying out final checks before payroll is passed to Finance for payment
<input type="checkbox"/>	To support the Head of HR & Facilities with the delivery of key HR projects i.e. health and wellbeing strategy, equality and diversity initiatives, coaching
<input type="checkbox"/>	To manage staff surveys, evaluate findings and make recommendations and plans to address any key themes or issues
<input type="checkbox"/>	To continuously improve processes and procedures

O	To facilitate regular peer group managers meetings to share best practice, and apply action learning methodology that delivers service improvements
O	To support the Head of HR & Facilities with the creation and review of employment policies
O	To assist the Head of HR & Facilities with the pay review process
O	To undertake any other duties deemed commensurate with this post as directed by the line manager.
O	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
O	To safeguard and protect vulnerable adults and children in accordance with PACT's Policies and Procedures at all times.
O	To demonstrate and uphold PACT's commitment to equality, diversity and inclusion

Person specification

Essential Attributes	
<input type="checkbox"/>	Proven experience in a generalist HR role, at a managerial level
<input type="checkbox"/>	A strong people manager, with the ability to get the best from people and help them to fulfil their potential
<input type="checkbox"/>	Good IT skills, using Microsoft Word, Outlook, Access and Excel
<input type="checkbox"/>	Excellent organisational skills with the ability to work on their own initiative
<input type="checkbox"/>	Flexible and adaptable
<input type="checkbox"/>	Well-developed coaching skills
<input type="checkbox"/>	Ability to quickly develop positive working relationships with a range of people
<input type="checkbox"/>	A confident communicator with excellent interpersonal skills
<input type="checkbox"/>	Able to maintain confidentiality and demonstrate tact and discretion when handling sensitive issues
<input type="checkbox"/>	Ability to work to deadlines and manage a highly varied workload
<input type="checkbox"/>	A 'can do' attitude with a positive approach to customer service
<input type="checkbox"/>	Experience of designing, planning and delivering training programmes
<input type="checkbox"/>	Experience of spotting ways of doing thing better and offering appropriate solutions
<input type="checkbox"/>	CIPD qualified (level 5 minimum) with good up to date knowledge of employment legislation
<input type="checkbox"/>	A commitment to the value of a volunteering scheme

Desirable Attributes	
<input type="checkbox"/>	Understanding and working knowledge of job evaluation
<input type="checkbox"/>	Payroll experience
<input type="checkbox"/>	Working knowledge of SDWorx HR and payroll database
<input type="checkbox"/>	Experience of working in the third sector
<input type="checkbox"/>	A recognised qualification in designing and delivering learning and development events
<input type="checkbox"/>	A coaching qualification
<input type="checkbox"/>	Accredited MBTI practitioner / a good understanding of the MBTI tool

O	Experience of managing a volunteering scheme
O	Awareness of safer recruitment in the context of services provided to vulnerable adults and children