

## Job description

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|-------------------------|---|
| <b>Job Title:</b>       | HR Manager  |
| <b>Reports to:</b>      | Executive Director  |
| <b>Direct Reports:</b>  | Executive Assistant (shared report with Executive Director)                     |
| <b>Salary:</b>          | £33,000   |
| <b>Working pattern:</b> | Monday – Friday, 9am – 5pm. Some weekends required. Some home working possible. |

## Purpose of the Job

- To support the Trust in achieving its aims through effective and legally compliant human resource management.
- Manage HR activities across the employee lifecycle to include recruitment, performance, training and development, pay and reward, employee relations and engagement.
- Provide personable HR support, advice and guidance to line managers.
- Lead a sufficient recruitment programme to support seasonal business.
- To promote a positive organisational culture.

## Job Functions

### Compliance

- To ensure the Trust is legally compliant in all areas of employment practise such as working time and breaks, employment contracts, pay and leave, right to work, equality and discrimination etc.
- To maintain up to date knowledge of new and amended employment legislation and advise accordingly.

### Health & Safety

- To centrally collate accident records, submit RIDDOR reports when required, and periodically provide accident data to managers.
- To ensure working practices meet the Trusts' obligations relating to safety in the workplace.
- To attend and report into Health & Safety forums and committees.
- Support managers with risk assessing and safe systems of work.
- Support employee wellbeing and welfare provisions.
- Facilitate and make recommendations on occupational health assessments.

### Recruitment & Induction

- Support recruitment process from job design, advertising, interviews, liaising with prospective candidates throughout the application stage and joining interview panels where required.
- Promote and deliver seasonal recruitment programme throughout Spring/Summer
- Work in partnership with external bodies including apprenticeship providers and recruitment agencies.
- Design and continually review induction programme to provide a positive on boarding experience.

### Training & Development

- Maintain training records and their expiry dates.
- Advise/support managers on training needs and resources.

- To prepare the training budget and monitor spend.
- Book and coordinate training and ensure the Trust is compliant and up to date with regulatory training.

### **Employee relations**

- Nurture and encourage a positive working environment.
- Manage employee relation casework including disputes, disciplinary, grievance, investigation, absence and redundancy and advise staff/managers accordingly.
- Provide day to day support for employees in relation to staff benefits schemes & employment matters.
- Provide day to day support for managers in relation to employee management, terms and condition of employment and best practise.
- Engage with departments to understand how they work, develop partnerships and assess their needs.

### **Administration**

- Administer the ID pass system for staff, volunteers and contractors.
- Create and issue all HR documentation
- Monitor volunteering & employment in boxes and respond to/follow up all enquiries.
- Maintain personnel records for current and past employees/volunteers to include 6 year rolling archive.
- Administer holiday and absence software and provide metrics to managers.
- Prepare records and information for monthly payroll.
- Take minutes of HR related meetings.

### **Relationships**

- To ensure smooth relationships with internal and external teams, including friends groups and partner charitable organisations.
- To represent the Shuttleworth Trust with stakeholders, contractors and funders

### **Policies and Procedures**

- Develop and maintain policies and procedures that support and deliver organisational expectations and requirements.
- To communicate changes to existing policies and new policies amongst staff to ensure understanding.
- To provide advice on all policies and best practise.

### **Budgets and Resources**

- Provide effective budget management and reporting where relevant
- Support the Trust to reduce operational costs and maximize resources while maintaining standards of products and services.

### **Personal Responsibilities**

- Demonstrate personal integrity in all day to day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments
- Protect the reputation of the Trust.
- Maintain professional levels of confidentiality commensurate with the role

### **Hours and Physical Conditions**

Monday – Friday with some weekends, 40 hours per week.

Overtime awarded in lieu.

*This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.*

| <b>CRITERIA</b>             | <b>STANDARD</b>   | <b>E/D</b>       | <b>EVIDENCE</b> |
|-----------------------------|---|------------------|-----------------|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>• CIPD Qualification (ideal level 5)</li> <li>• GCSE'S A-C</li> </ul>  | E<br>E           |                 |
| <b>Work Experience</b>      | <ul style="list-style-type: none"> <li>• Previous HR generalist experience 3+ years</li> <li>• Experience managing complex employee casework</li> <li>• Experience of volunteering relationships advantageous</li> </ul>  | E<br>E<br>D      |                 |
| <b>Skills and Knowledge</b> | <ul style="list-style-type: none"> <li>• Familiar with current employment law</li> <li>• Computer literate, must have good level of competency in excel</li> <li>• Able to communicate at all levels</li> <li>• Relevant industry knowledge advantageous i.e hospitality/leisure/charitable organisation</li> </ul> | E<br>E<br>E<br>D |                 |
| <b>Aptitudes</b>            | <ul style="list-style-type: none"> <li>• Ability to work calmly under pressure</li> <li>• Able to communicate at all levels</li> <li>• Driving license</li> <li>• Proven time management and organisation</li> </ul>  | E<br>E<br>E<br>D |                 |