

Employers For Childcare

Job Description

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| Job Title: | HR Manager |
| Reporting to: | Chief Executive |
| Salary: | £32,910 - £36,922 (negotiable depending on experience) |
| Contracted hours: | 37.5 hours per week however the option of working part time hours will be considered. Minimum of 25 hours per week and must include Monday and Tuesday |
| Contract type: | Fixed Term Maternity Cover (12 months) |

Job Summary

The post holder will be a member of the Senior Management Team and will be responsible for the delivery of the organisation's aims and objectives through the provision of an effective HR service. They will ensure the organisation has an appropriately skilled workforce supported by relevant policies and procedures which are compliant with legislation and in line with best practice. They will provide advice and guidance to managers in both Head Office and High Rise on all employee relations matters and support them through the processes.

Main Duties & Responsibilities

HR

- Responsible for managing an effective HR function across the organisation.
- Manage all day-to-day HR operational matters including end to end recruitment, selection and monitoring, disciplinary & grievance procedures, attendance management etc.
- Responsible for the development and implementation of policies and procedures in line with best practice to meet the needs of the organisation and ensure the promotion of good employee relations.
- Responsible for driving employee engagement and supporting managers in the same.
- Ensure that the organisation complies with all relevant legislation including current and proposed employment law and health and safety guidelines by updating all organisational policies and procedures in line with relevant legislation.
- Responsible for the identification of skills training needs and the organisation of training programmes.
- Optimise staff potential by ensuring the implementation of effective training, development and support.
- Organise and evaluate all learning and development activities.
- Maintain accurate payroll records for monthly processing.
- Assume overall responsibility for the administration of personnel records to include letters, personnel files, computer information, contracts, induction and monitoring records.
- Responsible for the management of computerised and manual systems, ensuring that accurate and adequate personnel information is maintained and is made available as required.

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- Ensure confidentiality of personnel information and sensitive material at all times.
- Coordinate and ensure compliance of the performance management system.
- Guide and support in all disputes resolution matters.
- Monitor staff absence and advise managers on relevant issues.
- Provide an effective advisory service to both managers and staff relating to all personnel issues.
- Maintain an effective relationship with all staff and managers, professional and statutory bodies and external organisation.
- Responsible for ensuring staff are aware of their responsibilities for information security, data protection and confidentiality

Staff Management

- Be responsible for managing staff performance of the Senior HR Officer.
- Offer ongoing support and supervision to staff and ensure annual appraisals and training needs analysis are carried out within agreed timescales.
- Monitor daily workload of team members to ensure quality, consistency and accuracy of responses to and interaction with clients.
- Collate information, analysis reports and present summary in agreed format monthly to Chief Executive.
- Implement and manage effective systems to ensure prompt and full communication across teams to provide the highest level of customer service at all times.
- Ensure staff acquire and retain in-depth knowledge of existing and new company services by managing ongoing internal training.

Key Holder

- Comply with the organisation’s Key Holder Roles and Responsibilities policy.
- Responsible for opening and/or closing the office when required.

Internal Communication and Personnel Development

- Organise and chair regular staff meetings to ensure the updating and sharing of information.
- Implement and manage effective systems to ensure prompt and full communication across teams to provide the highest level of customer service at all times.
- Organise and deliver regular staff training on operating systems, processes and procedures.
- Ensure staff acquire and retain in-depth knowledge of existing and new organisation services by managing ongoing internal training.
- Continuously review all administrative and operational procedures and make suggestions for improvement.

Information Security

- Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.

This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.

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Personnel Specification

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post. Please therefore address, in completing the application form, each criterion listed in the specification, drawing upon all your experience, whether at work or on a voluntary basis.

Job Title: HR Manager (Maternity Cover)

| Factor | Essential Criteria | Desirable Criteria |
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| Qualifications | <p>Educated to degree level or hold a relevant professional qualification at an equivalent level relating to HR Management, Learning and Development or related field.</p> <p>Associate member of Chartered Institute of Personnel and Development (CIPD)</p> | <p>Evidence of continuous professional development.</p> <p>Chartered member of CIPD</p> |
| Work Experience | <p>Minimum of 3 years' recent experience working as HR Manager/Senior HR Advisor at senior or middle management level, to include working experience of:</p> <ul style="list-style-type: none"> • recruitment • employee relations • performance management • discipline and grievance • attendance management • redundancy <p>Minimum of 1 years' experience of direct line management of a HR team</p> <p>Experience in setting up and maintaining a HR database, generating reports and analytics</p> | <p>Working experience of:</p> <ul style="list-style-type: none"> • Payroll |
| Skills and Aptitude | <p>Computer literate to include extensive use of internet, email, word processing, spreadsheets, power point and databases.</p> <p>Excellent scheduling and planning skills with the ability to juggle differing priorities, meet</p> | |

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| | <p>deadlines and work under pressure. Capacity for critical, analytical and independent thinking.</p> <p>Ability to provide effective leadership and motivate staff.</p> <p>Ability to organise workload to achieve set objectives with conflicting demands and priorities.</p> <p>Ability to build constructive working relationships with staff, colleagues and clients.</p> | |
| Knowledge and Understanding | <p>Thorough knowledge of human resource management principles and practices</p> <p>Excellent knowledge of current and pending NI employment legislation and best practice</p> | |
| Special Circumstances | <p>Ability to occasionally work flexible, unsocial hours and to travel throughout Northern Ireland, UK and elsewhere at times demanded by the job.</p> <p>Full driving licence and access to a car for work purposes.</p> | |