

## **JOB DESCRIPTION**

### **HUMAN RESOURCES MANAGER (MATERNITY COVER)**

<b>PURPOSE OF JOB:</b>	To develop and maintain a high quality, efficient and proactive HR, Learning & Development and Volunteering service.
<b>ACCOUNTABLE TO:</b>	Executive Director
<b>RESPONSIBLE FOR:</b>	Recruitment Manager, HR Advisor, HR/Training Administrator and Volunteer Co-ordinator

### **OVERVIEW OF MAIN RESPONSIBILITIES**

1. Advice and Guidance for Managers
2. Oversee the work of the HR, L&D and Volunteering Team
3. HR policies development and implementation of documents
4. General

#### **1. ADVICE AND GUIDANCE FOR MANAGERS**

- Provide advice, guidance and where appropriate coaching to managers on the full range of HR activities for example terms and conditions, recruitment and selection, performance management, absence, discipline, restructuring and policy development
- Provide regular bi-monthly reports to the Board of Trustees on turnover, recruitment activity, absence and other employee relations matters
- Support the recruitment of senior management roles including the shortlisting and interviewing.
- Support employee relations by addressing and resolving grievances and other staffing issues
- Be the lead in providing HR information for Tenders and TUPE as and when required and participate in implementation meetings.

#### **2. OVERSEE THE WORK OF THE HR, L&D, AND VOLUNTEERING TEAM**

- Oversee the work of the HR team in line with organisation priorities and plans.
- Undertake regular one to ones of Recruitment Manager, HR Advisor, and Volunteer Co-ordinator and ensure development needs are identified and met.
- Plan and facilitate regular team meetings and ensure team members understand each other roles and responsibilities
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Nurture a positive working environment
- Oversee and manage a performance appraisal process ensuring high performance
- Assess training needs to apply and monitor training programs and ensuring compliance
- Ensure legal compliance throughout the HR Department

- Analyse trends and metrics with the HR department and report the HR Metrics to the Board of Trustees annually.
- Identify training needs for teams and individuals

### **3. HR POLICY DEVELOPMENT AND IMPLEMENTATION**

- Introduce HR policy and procedures required as a result of internal change, changes in the law and external change
- Ensure existing policies and procedures are updated on a regular basis to reflect both legal requirements and good practice
- Ensure managers are fully briefed and where appropriate trained as a result of policy or procedural change

### **4. GENERAL**

- Work with and maintain close contact with the Payroll Manager regarding the input and maintenance of employee data relating to pay
- Ensuring up to date professional knowledge by attending relevant employment law updates, webinars and other relevant training courses relevant to the role.
- Supporting the management of the HR & Payroll system
- Implement staff satisfaction surveys, ensuring they are carried out annually.
- Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
- Line management of the team and delegating workload and tasks that are priority for the HR function.
- To maintain appropriate confidentiality of information relating to the organisation and its staff and maintain compliance with GDPR.
- Review and update the annual HR, Volunteering and L&D plan when requested.

## **Training and Development**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

## **Health and Safety**

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

## **Working Practices/General**

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims and fundraisers in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name:** \_\_\_\_\_