

JOB DESCRIPTION

JOB TITLE:	HR Manager
LOCATION:	The Round House, Ashington – office based
REMUNERATION:	Up to £35,000 depending upon experience
HOURS:	37.5 hours per week
ACCOUNTABLE AND REPORTING TO:	Head of Finance and HR
RESPONSIBLE FOR:	Day to day operational HR matters (with direct line management responsibility for team of 3)
PURPOSE OF THE ROLE:	To support the Head of Finance in all day to day operational services provided by HR

THE MAIN DUTIES OF THE ROLE:

1. To provide advice and guidance to line managers of a full range of employee relations issues in line with Age UK Northumberland policies and procedures
2. To provide day to day management and direction to the HR team, ensuring excellent customer service in a timely manner
3. To act as business partner to coach line managers in all people related activity
4. To support line managers to ensure that they conduct effective, thorough and objective investigations
5. To monitor absence levels across the charity and support line managers to manage accordingly and ensuring support for employee wellbeing
6. To monitor performance management across the charity and support line managers to manage accordingly
7. To manage the day to day recruitment and onboarding process of all new recruits, working with line managers to ensure timely and effective processes

8. To manage all employee training, working with stakeholders and providers (including induction, statutory and developmental) and maintain accurate records
9. To provide regular HR metrics and reports to SLT and Personnel Sub Committee as required
10. To facilitate the implementation of a new HR system
11. To work with the Head of Finance to review HR processes to ensure they are effective and in line with best practice
12. To manage, support, develop and coach the HR team enabling high performance and ensuring succession planning
13. To be responsible for all operational HR projects including personnel file audit, training records, transition to electronic files, CQC audit review
14. To ensure all legislative, regulatory, policy, process, procedures, guidance requirements of AUKN are adhered to at all times
15. To promote AUKN's vision and values
16. To carry out any other duties commensurate to the role

PERSON SPECIFICATION

KNOWLEDGE

- CIPD qualification or equivalent experience
- Up to date knowledge of employment legislation and best practice
- *Understanding of CQC requirements within the care sector (desirable)*

SKILLS

- Excellent communication skills
- Excellent organisational skills
- Ability to prioritise and manage a varied workload
- Ability to manage and motivate a team

EXPERIENCE

- Experience of managing and developing a team
- Experience of dealing with a range of complex HR issues
- Track record of building strong professional relationships and credibility
- *Experience of business partnering role (desirable)*
- *Experience of working in the charity sector (desirable)*

<i>Job Holder:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Manager:</i>	<i>Signature:</i>	<i>Date:</i>

AGE UK NORTUMBERLAND VALUES AND BEHAVIOURS

Age UK Northumberland has devised a set of values which underpin the purpose, objectives and the day to day activities of those connected with the organisation. As such, employees and volunteers, including trustees, are expected to understand and 'live' the values of the organisation whilst undertaking their responsibilities and activities. Examples of 'values in action' can be found in application packs and in the performance management policy and documents.

The AUKN Values below are relevant and can be applied to both the internal and external environment.

- **Respect & Empathy;**
- **Empower;**
- **Trust & Integrity;**
- **Inclusion;**
- **Community;**

VALUES IN AUKN BEHAVIOURS

We pride ourselves on:

- **Showing consideration for all;**
- **Being motivated to make a difference and promoting independence;**
- **Always seeking to do the right thing;**
- **Embracing difference;**
- **Building connections;**
- **Delivers Service Excellence**