

**Job Description**

**Job Title:** HR Manager

**Responsible to:**  Managing Director

**Main Purpose:** Ensuring sufficient numbers of motivated, skilled staff are available to run the business and that staff related obligations are successfully managed and without financial, legal or reputational risk.

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**Specific responsibilities:**

1. Recruitment
   1. Working closely with the relevant department, manage the recruitment of staff required, including organising the design and placement of advertisements, screening, interviewing and testing.
   2. Acknowledge all applications, and issue job offers.
   3. Design and run the induction process.
   4. Complete new staff screening.
   5. Regularly reviewing the staffing levels, use of staff and alternative ways of resourcing the operations of the Company.
2. Record Keeping
   1. Maintain accurate and up to date records on all staff and their terms and conditions in compliance with relevant legislation and best practice.
   2. Maintain records of all staff related matters, including reviews, probationary periods and benefit entitlements.
3. Remuneration
   1. Ensure a relevant remuneration policy exists and is regularly reviewed and approved by Management.
   2. Managing all annual and ad hoc pay review processes, including collating market and company data and recommending funds and processes to the Managing Director.
   3. Implementing pay reviews including collating changes, obtaining approval and producing staff letters and updated information for the payroll.
   4. Collate all monthly changes for payroll, manage all related paperwork, and keep accurate records of these.
   5. Approving monthly payroll.
4. Staff Benefits
   1. Manage staff benefits including life insurance, pension, and all others in existence and planned.
   2. Annually review effectiveness, value and relevance of all benefits and recommend changes.
5. Staff Management
   1. Ensuring an effective, up to date and legal set of staff management procedures are in place and approved by Management.
   2. Ensuring all Managers and team leaders are aware of and follow the procedures.
   3. Managing all absence, disciplinary and other staff related behavioural manners to ensure they are legal, low risk and strike the right balance between efficiency of operation and the fair treated of all staff.
   4. Setting and running the staff evaluation process including the Quarterly Reviews.
   5. Manage the risks involved in staff including and any staff reduction exercises.
6. Reporting
   1. Reporting monthly on all HR issues and activities to the Managing Director.
7. Office Management
   1. Organising events (fundraising and staff parties).
   2. Overseeing adherence to Health & Safety standards.
   3. Maintaining appropriate stationery stock.
   4. Managing the Employee Consultation Forum
   5. Managing any premises issues and in conjunction with Financial Controller, liaising with the Landlord and service suppliers
8. Any other tasks as deemed required by Directors

**Knowledge required**

* Up to date and relevant knowledge of HR law and best practice, Health and Safety requirements and regulatory requirements for training and competency

**Attributes required**

* Good communication skills
* Ability to identify the need for and deliver improvements
* Professional manner
* Good judge of character
* Follow regulatory and cultural guidelines and procedures as outlined in the staff handbook and Operational manuals e.g. Treating Customers Fairly (TCF), Data Protection, Health and Safety, Financial Crime, Money Laundering and Complaint Handling.

**Skills and Personal Attributes:**

* Effective delivery of high quality service
* Excellent problem solving skills
* Effective communication skills
* Work independently and with others as appropriate
* An ethos to deliver a professional service
* Flexible and positive attitude
* Ability to make decisions, show initiative and maintain confidentiality
* Driven to deliver
* Leads by example

**Qualifications:**

* Ideally, CIPD level 5 qualified (or equivalent).

**Experience:**

* Three to five years experience in an HR function including recruitment & selection.