

## 1. GENERAL

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1.1 Reporting to Director

1.2 Location: Head Office

1.3 Direct Reports

- Training Co-ordinator
- Administrator

1.4 Job Purpose:

Responsible for fulfilling a HR generalist role in respect of Employee Relations, Occupational Health, Training and Development, Performance Management and Recruitment and ensuring regular and accurate monitoring and reporting of HR performance indicators to the senior management team.

## 2. MAIN DUTIES AND RESPONSIBILITIES

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### 2.1 HR General

- Provide day to day support to management and staff ensuring compliance with internal policies and procedures and external legislative requirements.
- Ensure HR existing and potential HR issues are highlighted to senior management to enable them to be taken account of in the development and implementation of business strategy
- Communicate relevant legislative changes as and when appropriate
- Liaise with Health and Safety Manager to ensure compliance with internal occupational health policies and procedures and external legislative requirements
- Regular reporting of key HR Performance Indicators

### 2.2 HR Policies and Procedures

- Maintain HR Policies and Processes ensuring legislative compliance
- Ensure all members of staff are aware of their responsibilities and that they are adhered to.
- Ensure all employees have a written and signed contract of employment applicable to their position
- Ensure all employees have a documented job description.
- Ensure consistent and fair application of all HR Policies and Procedures, including:
  - Absence Management
  - Working Time Directive
  - Recruitment
  - Redundancy
  - Agency Workers Regulations
- Ensure consistent and fair application of the Company's disciplinary Policy and Procedures, including:

- Assisting managers / supervisors in best practice and compliance
- Conducting / supporting hearings as required
- Ensure Company handbooks are regularly monitored, updated and legally compliant
- Regular review and monitoring of personnel files ensuring legal compliance and taking account of Data Protection
- Ensure personnel information is maintained within Training Matrix or equivalent

### **2.3 Learning & Development**

- Co-ordination of Company Inductions ensuring all content regularly reviewed and up to date
- Management of the Company's Competency assessment system ensuring timely completion and submission
- Review of completed competency assessments identifying learning and development needs.
- Maintenance of training database ensuring all training activities are sourced and delivered in a cost effective way
- Ensure all training costs managed with discounts negotiated and grants claimed and maximised
- Co-ordination and delivery of training needs internally or via 3<sup>rd</sup> party providers ensuring minimum levels of competency are achieved.

### **2.4 Resources**

- Co-ordination and management of administrative and training support to ensure all HR Data in terms of recruitment and development is accurately maintained and reported.
- Support the co-ordination of managers and supervisors involved in HR processes

## **3. TIME ALLOCATION**

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### **3.1 Work base and travel requirements**

- Predominantly Head Office Based
- Travel to sites required on an ad hoc basis to support implementation of HR initiatives and processes

## **4. KEY MEASURES**

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- HR Queries consistently responded to in a timely and professional manner
- All HR records / databases maintained accurate and compliant with appropriate monitoring, reporting and action taken
- All HR Policies and Procedures maintained accurate and compliant
- All HR costs managed and contained within agreed budgets including grants claimed

## Human Resources Manager: Person Specification

Essential Desirable

### Education & Training

MCIPD	✓	
Degree or equivalent		✓
Evidence of on-going professional updating & development	✓	

### Skills, Knowledge & Experience

Substantial experience of delivering an efficient & effective HR service	✓	
Significant experience of developing and implementing HR Policies	✓	
Successful experience of consultation and negotiations with trades unions	✓	
Significant experience of TUPE Transfers	✓	
Ability to produce a range of reports and statistical information	✓	
Understanding and application of employment law to policy development	✓	
Successful experience of implementing and managing competency systems	✓	
Successful experience of managing 3 <sup>rd</sup> party suppliers	✓	

### Personal Qualities

Ability to work and influence at all levels in the organisation	✓	
Ability to form successful relationships	✓	
Excellent written and verbal communication skills	✓	
Strong project management skills		✓
Ability to work flexibly and under own initiative to achieve objectives	✓	