

Job Description

Job Title:	HR Manager
Reporting to:	Chief Executive
Salary:	£30785 - £33437 (NJC Scale PO2)
Contracted hours:	Full or Part time (Minimum of 20 hours per week)
Contract type:	Maternity Cover (9 months with possibility of extension)

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 also be responsible for the day to day management of operations, administration services and ICT systems.

Main Duties & Responsibilities

HR

- Responsible for managing an effective HR function across the organisation.
- Manage all day-to-day HR operational matters including recruitment & selection, 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.
- 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.
- Contribute to organisation succession planning processes.
- Coordinate and ensure compliance of the performance management system.
- Guide and support in all disputes resolution matters.
- Advise on and implement salary reviews.
- Continually review and advise on employee benefits.
- 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

ICT Management

- Manage the contract and service level agreement (SLA) for ICT support and maintenance
- Evaluate all user needs and system functionality, ensuring appropriate ICT facilities are in place across the organisation, and schedule upgrades and new systems as required, ensuring compliance with software licensing
- Manage the performance and development of all ICT systems and work with external suppliers to ensure the smooth running of all systems including anti-virus software, back up software, print services, the servers, file access and email provision and associated systems
- Ensure the security of data from internal and external threats by continuous monitoring and review in accordance with the Audit & Risk Committee’s recommendations

Operations Management

- Manage the office building by liaising with our landlord, managers within the Group and other organisations to ensure that a high quality work environment is maintained
- Ensure the effective day to day management of health and safety and security and for compliance with the Group’s policies and procedures and legal standards, in relation to the work area and associated work activities
- Responsible for managing the contact and liaison with external suppliers of services and products including utilities, maintenance, office supplies and equipment

Staff Management

- Motivate, inspire and manage performance ensuring quality, consistency and accuracy and that all team members are performing to agreed standards and targets.
- 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.

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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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