

**Job Description**

**Job Title:** HR Manager

**Salary Grade:** Grade 10

**SCP:** 48 - 52

**Job Family:** Organisational Support

**Job Profile:** OS 6

**Directorate:** Performance and Quality

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Service Manager - Business

**Number of Reports:**

**Purpose:**

To plan and organise the delivery of a sub-service area or less complex service area.

**Key Responsibilities:**

1. Develop and manage the HR function for Together for Children in relation to recruitment, advice, workforce and organisational development and all HR processes, policies and procedures, employment law and employee relations.
2. To develop and continuously improve HR processes, including updating literature, HR procedures and associated documentation in order to provide an accurate and efficient HR service.
3. To manage absence, grievances, disciplinaries etc across the organisation, in both an informal and formal capacity, advising line managers on appropriate actions. Utilising third party expertise when necessary and acting appropriately upon advice.
4. To prepare and deliver regular HR management reports to the Senior Management team on all aspects of HR e.g. recruitment, absence, turnover, sickness etc.
5. To lead on the development of a workforce strategy for Together for Children with high employee satisfaction and retention, ensuring HR practices are employee orientated and contribute to a high performance culture.
6. To develop a charging policy for HR services in line with similar products in the market and develop a market strategy for such services.
7. To lead on the development of an induction programme for all new employees.
8. Act as the point of contact for all external parties including recruitment agencies, solicitors, employee benefit providers and training providers.
9. To ensure that there is an effective HR records management system established and maintained.
10. To ensure there are effective processes in place for the recruitment of staff at all levels including temporary and permanent positions.
11. To ensure that the HR function provides effective guidance and support for Managers to ensure HR processes are followed throughout the business.
12. Maintain regular communications within the Senior Leadership Team to ensure that the team understand the Company's HR policies and Company values and culture
13. To manage the HR SLA with the council and highlight any issues.
14. To be the Company lead for Health and Safety and maintain the Health and Safety SLA with the council.
15. Any other duties as required.

**Management Responsibilities**

1. The role is responsible for the line management of the HR Advisers within the HR function.

**Additional Information/Other Requirements**

1. Other duties and responsibilities allocated which are appropriate to the grade of this post.
2. The post will be based within Together for Children’s Performance and Quality Directorate.
3. The post holder will be required on occasion to travel within the City as required to undertake the role.
4. The post will report to the Service Manager for Business.