

JOB DESCRIPTION

JOB ROLE: Human Resources Manager

JOB HOLDER: Tba

JOB PURPOSE: You will play a key role in delivering a strategic and operational HR service to the organisation, working in partnership with senior leaders and managers to provide high-quality advice, support change management, manage employee relations cases and implement HR solutions that align with business objectives

ACCOUNTABILITY: Reporting to the Director of Finance & HR
The HR Officer reports to this position.

SALARY RANGE: G3 SP27-30 (£35,608 -£38,784 FTE)

20 hours/week, working pattern to be agreed with line manager

Essential experience/skills/qualifications:

- Demonstrable experience as an HR Generalist/HR Advisor
- Strong working knowledge of employment law
- High standard of communication both internally and externally with the ability to build and maintain positive relationships
- A team player with a collaborative mindset
- Confident, capable, and ready to hit the ground running
- Passionate about making a positive impact and driving engagement
- Proven ability to work with discretion and tact

Desirable experience/skills/qualifications:

- CIPD Level 5 qualified or above
- Experience handling Home Office enquiries and visa applications/renewals
- Experience of mental health first aid
- Line management experience
- Knowledge of the charitable sector and governance
- Experience of developing internal processes and systems

Key responsibilities and skills

- Responsible for producing and updating the Staff Handbook and the MBAs employment and HR policies in line with current legislation and best practice
- Line management of the HR Officer
- Oversees recruitment and absence management processes
- Leads on annual appraisal process, performance management and training and development needs across the organisation
- Responsible for initial stages of any disciplinary, grievance or whistleblowing processes, potentially including undertaking investigations
- Point of contact for the MBA's retained employment lawyers
- Undertake any other tasks identified as being within the job holder's capabilities