

**JOB DESCRIPTION**

**SENIOR MANAGER – HUMAN RESOURCES**

**Hours:**  30 per week

**Salary:**  Pro rata £35,756 actual £28,991

**Responsible to:** Chief Executive

**PURPOSE OF THE POST**

* The HR Manager is responsible for leading and managing the Human Resources Service, supporting TLA to meet its strategic objectives.
* To advise on various aspects of human resource management to support services and organisation to continuously improve their performance and meet service and organisational objectives
* Alongside other senior managers, to embed TLA’s culture through developing appropriate organisational development activities.
* To support and give HR advice to Managers and staff, in accordance with TLA’s policies and employment law
* To collaborate with Managers to support them with the implementation of the best HR practices e.g., good people management

**MAIN DUTIES AND RESPONSIBILITIES**

* In partnership with the CEO to develop and implement a HR plan, ensuring it is aligned with the vision, values and strategic objectives of the organisation and report on its implementation and progress to Senior Management Team.
* To collaborate with colleagues to implement strategic plan items specifically relating to workforce recognition and development
* To provide advice and support to Senior and Operational Managers on all aspects of HR, including best practice HR practices e.g., employee engagement, good people management
* To develop and review HR Policies and Procedures, in line with HR Plan, employment law and good practice and promote these within the organisation.
* To proactively provide information and advice to Managers in accordance with TLA’s HR Policies and employment law e.g., grievance, discipline, capability, employee attendance, probation periods and deliver appropriate training
* To be responsible for overseeing the recruitment process, as well as providing an advisory service to Managers and admin staff to ensure that good practice is maintained across the organisation at all stages of the recruitment process, ensuring full compliance with equal opportunities and associated employment legislation.
* To establish effective HR monitoring systems to enable TLA to monitor its performance against HR policies and performance indicators as well as to inform organisational strategic planning
* To develop and implement organisational and development practices which enhance organisational and employee performance and colleague engagement e.g., excellent management practices, learning and development, employee attendance. Reward, and wellbeing
* In partnership with senior management develop and implement organisational learning and development plans including the development of in-house training (including apprenticeships) so that colleagues have the skills needed to undertake their role and develop further in TLA.
* The post holder will be expected to undertake other duties as determined by the Chief Executive officer

**HUMAN RESOURCES**

* In collaboration with colleagues support the mobilisation of services including the transfer of colleagues in and out of TLA, in accordance with TUPE legislation
* To support the development of people management skills in relation to policies, procedures, employment law, best practice and change management
* Support the effective partnership with colleagues and trade unions for effective communication, consultation, and involvement
* Be involved in negotiations over terms and conditions and changes to working practices to ensure TLA has appropriately recognised colleagues
* To lead key HR projects e.g., salary strategy, employee engagement and policies

**MANAGEMENT OF COLLEAGUES**

* To provide leadership and direction to colleagues conducting HR activities
* In conjunction with other colleagues ensure the development and maintenance of proactive and effective teamwork facilitating access to learning and development evaluating work performance in line with agreed tools

**GENERAL**

* To contribute towards the development of TLA strategy and policies
* To take part in any course, seminar, conference / learning activity as required
* To attend regular and planned supervision
* To represent TLA at internal and external meetings
* To promote and ensure compliance with TLA’s equal opportunity policy and practice
* This job description is issued as a guide to the main duties and responsibilities and is not intended to be definitive

**RELATIONSHIPS**

* The post holder will be expected to work as an effective member of the Senior Leadership Team maintaining a positive relationship with colleagues both internally and externally

**SOCIAL CONDITIONS**

* TLA reserves the right to move colleagues to other sectors as and when required to meet organisational requirements.

**SPECIAL REQUIREMENTS**

* This post is subject to receipt of a satisfactory enhanced DBS check and requires all applicants to disclose all criminal convictions no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult.

**PERSON SPECIFICATION**

Detailed below are the essential and desirable criteria required of applicants for the above post. The essential requirements indicate the minimum requirements whilst the “desirable” requirements are additional attrributes to enable the applicant to perform the duties of the post. “Desirable “ attributes may be used to distinguish between acceptable candidates

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| **Requirement** | **Essential** | **Desirable** | **How Measured?** | |
| **Application Form** | **Interview / Assessment** |
| **Qualification**  CIPD – Level 5  Level 7 – CIPD or other relevant management qualification | \* | \* | \*  \* |  |
| **Experience**  A minimum of 3 years’ operational HR experience  Experience of advising on HR and people management practices to improve colleague or organisational performance  Provision of advice to colleagues on various aspects of HR including performance, disciplinary, salary management etc.  Experience of managing a range of complex HR issues  Developing and reviewing HR policies in line with best practice and employment law  Successfully working with Trade Unions to change working practices  Implementing and maintaining HR systems  Collating and presenting HR data on individual, service, and organisational performance  Contributing to creating an inclusive working environment which promotes equality of opportunity and diversity | \*  \*  \*  \*  \* | \*  \*  \* | \*  \*  \*  \* | \*  \*  \*  \*  \* |
| **Skills**  Strong people skills with the ability to quickly gain the confidence of and build the relationships with others  Effective negotiator and influencer  Ability to present information in a professional and understandable way appropriate to the audience  Ability to communicate effectively in writing and verbally with groups and on a one-to-one basis  Analytical and decision-making skills – ability to research, explore and interpret information  Ability to evaluate options and make appropriate recommendations  Effectively manage change as well as supporting others  Organised and able to work under pressure, effectively prioritise work and meet tight deadlines  Attention to detail in work carried out  Experience of utilising Microsoft Office packages e.g., word, PowerPoint, excel and outlook  Experience of effectively utilising 365 packages including Forms and SharePoint | \*  \*  \*  \*  \*  \*  \*  \* | \*  \*  \* | \*  \*  \*  \*  \*  \*  \*  \*  \* | \*  \*  \* |
| **Knowledge**  Up to date knowledge of employment legislation, HR and best practice people management  Colleague engagement best practice  HR practices that support high performing teams  Managing TUPE In and Out  General knowledge of third sector  General knowledge of housing / homelessness issues | \*  \* | \*  \*  \*  \* | \*  \*  \*  \*  \*  \* | \* |
| **Attitude and Behaviours**  Commitment to TLA vision and values  Empathy and respect for client group and colleagues  Maintenance of confidentiality  Positive approach to change  Highly motivated and resilient  Flexible approach to work and working hours | \*  \*  \*  \*  \* | \* | \*  \*  \*  \*  \*  \* |  |