

Job Title: HR Manager

Accountable to: Managing Director

Accountable for: Recruitment & Selection, Management of HR controls,
Employee Relations & Learning & Development.

Job Purpose

The function of this HR Manager role is to shape the performance and development systems for all employees, designing and supporting the company talent development including performance management, succession planning and human resource planning whilst guiding and managing human resources services for the organisation.

The HR Manager will lead all HR's practices and objectives that will provide an employee-oriented culture emphasising quality, productivity and empowerment and is responsible for the development of processes and reporting metrics that support the achievement of the organisations business goals as well as acting as talent expert across the Company.

HR duties

- Develop and implement the HR and People strategies aligned to the business strategy.
- Support and coach the management team on all people leadership matters, including business change and transformation. Forming strong relationships with the management team to be able to challenge and coach in a child centred environment.
- Partner the management team to project manage organisational and procedural changes within operations.
- Lead the work to regularly review the company's talent management processes within the business areas, including performance/potential management, resource planning and succession planning.
- Where necessary, work in partnership on projects to aid continuous improvement and implement improvement programmes.
- Provide insight and recommendations on HR initiatives that can be leveraged to strengthen the quality of care delivered.

- Working with senior managers to uncover the talent implications e.g. any significant gaps to meet long-term objectives and create a long-term workforce plan that prioritises people-related initiatives.
- Monitor, measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales
- Liaise with Directors and Managers to understand their HR requirements and ensure they are fully informed of the corporate HR strategy.
- Keep up to date with HR legislation by researching and attending necessary events, before providing suitable interpretation to Directors and Managers
- Update the company server with timely, relevant forms, policies and procedures to ensure accessibility for employees at all times.
- To facilitate as a mediator when required to try and resolve employee grievances.
- To manage the long service rewards and ensures employees are notified of qualifying rewards in a timely and accurate manner.
- To deliver and report on the annual employee engagement survey to ensure feedback from employees is collated and interpreted correctly to help improve employee engagement.

Management duties

- Manage and oversee the administration team to ensure that the support they offer is effective and efficient.
- To actively engage in the selection, recruitment, retention and successful induction of new team members as necessary.
- To plan, organise, control, lead and motivate a team to achieve the delivery of the organisation's administrative needs through supervision, support, training and development.

Recruitment duties

- Manage all recruitment needs for the company, including implementing and continually developing a robust recruitment process.
- Overseeing the day to day management of the recruitment process, including reviewing job descriptions, website advertising, updating of the company resource plan, sifting and selection of CV's, attending interviews and selecting candidates
- Creating and continually improving offer letters and contracts of employment, whilst managing the timely distribution of such documents.
- Managing the collation of references, DBS and security clearance as relevant to each role.
- Ensuring all relevant ID, certificates and employee documents are received on or before 1st day of employment.

Communication & Culture

- Evaluate our policies, procedures & processes to be in line with the vision & values of the organisation.
- Develop and coach managers in relation to HR matters in relation to the management of their homes.
- Ensure confidentiality and professional integrity is upheld at all times.
- Communicate with Ofsted and other regulatory bodies to assist the management group in areas such as registration.
- Build relationships with our partnering employment lawyers and training bodies.

Other Responsibilities

- To fulfil the company's legal, contractual & regulatory obligations and responsibilities in regard to all the duties required.
- To be prepared to work flexibly and undertake tasks which are not specifically covered in the job description, but which may arise from time to time and will be compatible to your regular tasks.
- To work with the Managing Director in implementing large organisational changes.