

Job Description

Human Resources Manager

Version: 4.0	Date: January 20179
Originator: Wayne Padgett	Responsible to: Managing Director

Job Purpose:

- Working with the Managing Director and Senior Management team to develop and implement a Human Resources and Learning and Development strategy in support of the Company's mission, objectives and values.
- Manage a full Human Resource, Weekly Payroll and Learning and Development Service for all employees
- As a member of the Senior Management team, work on ways to improve the performance of the company.
- The job holder will do all tasks within his/her level of skill and ability;

Key Responsibilities

	Input	Measurable Outputs
1	To develop an effective Human Resource function to meet the Company's Strategic Objectives.	<ul style="list-style-type: none"> ○ Up to date Human Resource policies and procedures that ensure they comply with employment legislation ○ Provide advice and guidance to Management on all Human Resource topics ○ Produce annual pay review reports for the Managing Director ○ Provide workforce statistics to the managing director and other directors as required ○ An active member of the Senior Management Team
2	Develop, implement and maintain learning and development activities to meet the Company's Operational Objectives	<ul style="list-style-type: none"> ○ Co-ordinate and manage employee performance appraisals to identify development needs ○ Develop continuous training plans for employees ○ Provide internal training including inductions, supervisory skills and management techniques ○ Identify, implement and quality assure cost effective external training.
3	Ensure that an effective and efficient weekly payroll function is provided for the Company	<ul style="list-style-type: none"> ○ All weekly paid employees are paid to legal requirements ○ An accurate time and attendance system is maintained to ensure correct pay ○ All absences are recorded accurately
4	Embed a Good Health and Wellbeing Strategy for the Company	<ul style="list-style-type: none"> ○ Maintain a system for monitoring regular health assessments for all employees ○ Provide an Occupational Health Service ○ Promote specific good health themes
5	Ad hoc projects or duties as requested by the company directors	<ul style="list-style-type: none"> ○ Ensure timely project management; ○ Report on project progress to appropriate director

Operating Guidelines

Company Policies and Procedures
 Site rules and Quality Manual Procedure
 Health and Safety Legislation

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Contacts:-

Internal Contacts	External Contacts
Managing Director Directors Technical Manager Senior Management Team Members	Company Legal Advisers Trade Union Representatives Training & Development Providers Recruitment Agencies NHS Trust BMBC

Direct Reports

Human Resource Advisor Payroll Administrator

Essential Qualifications/Experience	Desirable Qualifications/Experience
<ul style="list-style-type: none">• Level 5 CIPD Membership or equivalent;• Proven experience in resolving complex people management issues;• Proven effective report writing skills;• Competent communicator – listening and speaking at all levels;• Internal Auditing experience and certification;• Experience in managing payroll systems	<ul style="list-style-type: none">• Training qualification Cert. Ed. or PGCE• Training or coaching experience• Educated to degree level.

Accountability:-

Budget Managed	Budget(s) Influenced
	Training and Development Health and Wellbeing

Employee's Name:	Date:
Employee's Signature:	
Manager's Name:	Date:
Manager's Signature:	