

HR Manager

Job Description & Person Specification

Contract Type:	Permanent or Fixed Term 6-12 months
Hours:	37 hours / 52 Weeks
Salary:	Grade 13 (£41,881 - £47,710)
DBS Disclosure Level:	Enhanced
Reports To:	HR & Operations Manager
Role Purpose:	<ul style="list-style-type: none"> • To deliver outstanding HR provision across the site to ensure a high level of service and compliance with employment legislation and promote best HR practice that supports all students, staff and stakeholders • To provide professional outcome focussed HR advice and support, enabling appropriate and pragmatic business centred solutions to staff, Trustees as required. • To line manage other staff within Dorset Centre of Excellence as directed by HR & Operational Manager
Key Responsibilities:	<ul style="list-style-type: none"> • To provide first line professional, comprehensive and timely advice to leaders and staff on a range of general HR matters such as sickness absence management, terms and conditions of employment, disciplinary and grievance issues, performance management, and HR policies and procedures • To keep the HR management system up to date and produce report as required by the HR & Operations Manager. • To design and deliver the recruitment strategy. • To maintain, a full and confidential record system for staff, notably the Single Central Record (SCR). • Provide advice and support for employee relations cases such as disciplinary and grievances and undertaking investigations where needed. • Give accurate and timely advice and guidance on the application of HR processes including redundancy, appraisal, recruitment process, redeployment, etc. • Work with managers, senior leaders and trustees on resolving staffing issues by fully considering and putting forward a range of innovative solutions which meet business requirements whilst complying with policy, employment law and statutory regulations. • Develop and provide relevant management information and statistics as required • Design and deliver HR-related training to enhance knowledge and develop effective people management skills. • Challenge existing practices and thinking, and influencing managers and senior leaders on matters concerning people management whilst recognising the requirements of policies and procedures

	<ul style="list-style-type: none"> • Challenge discriminatory actions and behaviours and take appropriate action to ensure compliance with equality and diversity standards. • To support staff wellbeing • Coach and develop managers in people management matters including managing performance, grievance, conduct, attendance and wellbeing issues • Work together with staff to deliver bespoke targeted solutions or innovative ways to resolve workplace issues and to achieve consistent and cohesive HR outcomes • Develop business-wide resources and toolkits to support effective, robust and innovative people management including recruitment and on and off-boarding processes. • Keep abreast of developments in HR best practice and employment legislation for own CPD and organisational benefit. • As directed, research and support the design, development and implementation of HR practices, projects and systems in line with business requirements. • Support the ongoing development of HR policies, procedures and guidance, ensuring the organisation stays safe and legal and promoting the desired culture and organisational outcomes • Undertake HR administration tasks as required • Ensure relevant HRIS and learning platforms are monitored and updated as necessary • To support an effective collaborative culture to enable good practices to be shared • Support/represent the organisation at Employment Tribunals or other relevant proceedings • Creatively review the ways we work with in order to continually improve and identifying effective ways of working • To support Dorset Centre of Excellence in the successful achievement of its vision, values, strategic aims and improvement plan • To adhere to the safeguarding procedures and share the commitment to promoting the welfare of children and young people.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

PERSON SPECIFICATION – HR Manager

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Minimum of Level 5 qualification in Human Resources, OD or equivalent	E
	2. Significant, relevant experience, ideally in the sector	E
	3. Evidence of collaboration across a complex organisation	E
	4. Proven experience of successful partnership working with Trade Unions	E
	5. Experience of working with senior leaders and other decision makers	E
	6. Successful deployment of HR process, policy, practice, tools and techniques to achieve positive people outcomes	E
	7. Membership of CIPD	D
Skills & Knowledge	8. Up-to date knowledge of employment legislation	E
	9. Knowledge of people management policies and practice	E
	10. Knowledge and understanding of KCSIE -Safer Recruitment guidance	E
	11. Ability to translate HR policies and procedures into practical solutions.	E
	12. Able to deal with difficult and sensitive situations confidentially and effectively.	E
	13. Strong diagnostic skills leading to sound judgement and decision making	E
	14. Ability to take the initiative and work under pressure, with minimal direction	E
	15. Ability to prepare and present complex information in written and verbal form	E
	16. Working collaboratively with other to achieve success	E
	17. Experience of leading and managing other	D
Personal Attributes	18. Effective influencing skills, demonstrating tact and diplomacy as the situation dictates	E
	19. Ability to keep abreast of developments relating to HR, good practice and legislation	E
	20. Ability to inspire confidence and trust in others	E
	21. Ability to influence others' practice positively	E
	22. Promoting the ethos and values of the Company to all stakeholders	E
	23. Commitment to maintaining confidentiality	E
	24. Commitment to safeguarding and equality	E
	25. Pro-active, enthusiastic, resilient, and positive with an open mind to change	E
	26. Flexible approach	E