

HAIG HOUSING TRUST JOB DESCRIPTION

JOB TITLE:	Human Resources Manager
REPORTS TO:	Corporate Director
REPORTING TO JOB HOLDER:	None – Functional lead responsibilities.

PURPOSE OF JOB

1. Provide a comprehensive HR advisory and support service to the Trust's Executive including effective approaches to support the recruitment, retention, training, development, safety and wellbeing of its employees.
2. Lead on complex HR matters such as change management and conflict resolutions, including disciplinary, grievances, performance improvement, absence management, retirement and redundancy as examples.
3. Support the Corporate Director in deliver of the Trust's strategic priorities within the areas of Staffing, Employee Relations, H&S, Remuneration, Benefits and other related statutory or contractual provision.
4. Oversee existing contractual arrangements with professional third-party providers of HR and staff related H&S services and to participate in the development and delivery of such existing and additional external services deemed necessary to meet the ongoing needs of the business.
5. Operate as the lead functional advisor to all staff with contractual HR or H&S responsibilities.
6. Develop and provide a bespoke training, support and coaching programme for new and existing managers and designated Trustees.

Key Responsibilities

1. Ensure Haig's HR related policies are regularly reviewed and updated for compliance with current Employment Law and relevant best practice.
2. Ensure that training, support or coaching of Trustees, Managers or staff is identified and delivered in accordance with the needs of the business.
3. Ensure that the HR function is set and maintained to the highest standards of confidentiality and integrity and that there is a continuous drive to ensure that this standard is replicated by managers and HR colleagues in all aspects of work.

4. Deputise for the Corporate Director as necessary and in general on HR or other related employee issues.
5. Produce management reports to the Corporate Director, or to the Executive, the Board of Trustees and its committees on his behalf, in respect of the wider HR and Corporate functions.
6. Ensure that all new staff at induction are made aware of the Trusts Staffing and H&S handbooks so that they understand and are able to operate within the Trust's HR & H&S policies, procedures and guidelines.
7. Support the Corporate Director to maintain management guidelines and with the general development and implementation of HR policies, procedures and processes.
8. Monitor and report by exception adherence to policies and procedures by managers and staff alike when dealing with Employee Relation issues.
9. Ensure that managers comply with health and safety requirements when dealing with staffing issues.
10. Develop and deliver Wellbeing Strategies that supports the retention of employees and the Trusts wider strategic employment objectives.
11. Deal with complex employee relations matters resolving issues as they arise and develop and promote effective working relationships with staffing representatives and the workforce generally.
12. Coach or mentor managers to be proactive with regard to the management of performance issues including the early identification of poor performance.
13. Analyse feedback from induction, complaint and exit interviews and suggest ways in which the Trust can improve employee engagement.
14. Undertake job evaluations of new and existing roles as necessary.
15. Produce reports for and attend the N&R committee or the Board with or on behalf of the Corporate Director as required.
16. Work with the Trusts legal adviser to prepare responses to Employment Tribunal cases or other legal issues that impact the Trusts risk matrix.
17. Undertake project work and research as required.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND EXPERIENCE

- 1 At least 10 years' experience of strategic human resource management and the delivery of excellent people management solutions.
- 2 Comprehensive knowledge of employment law and related employee relations and the ability to interpret and translate these into effective advice.
- 3 Experience of successfully leading on business transformation programmes and change management to meet organisational objectives.
- 4 Ability to evaluate the level and scope of support necessary to bring about collaborative resolutions.
- 5 Excellent communication and interpersonal skills and the ability to influence decision making at all levels within the organisation.
- 6 Experience of pay benchmarking and of evaluating salaries within the private and charitable sectors.
- 7 Ability to produce and present reports using Microsoft Office 2016 at intermediate level as a minimum.
- 8 A relevant CIPD qualification or comparable through experience.
- 9 Ability to work pro-actively and flexibly, whether on an individual basis or as part of a team in accordance with changing priorities.