Job description

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| Job Title: | HR Manager |
| Department: | Support Services |
| Location: | Blewbury – Potential visit to other sites |
| Position reports to: | Director(s) |
| Position responsible for: | Up to 3 reports |
| Hours of work: | 40 hours per week – Monday – Friday – 9am – 5pm |
| Salary range: | £40,000 - £50,000 depending on experience |

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| Role Purpose |
| This is a strategic role responsible for shaping and executing HR strategies that align with best practices, influence a high-performance culture, and ensure regulatory compliance. This position requires a seasoned professional with extensive experience in handling TUPE, redundancy, and acquisitions, coupled with a strategic mindset to drive people initiatives that contribute to the organisation's overall success. |
| Main Duties |
| **Workforce Management:**  **•** Develop and execute HR strategies aligned with industry best practices, fostering a high-performance culture, and ensuring regulatory compliance to drive organisational success.  • Lead the local implementation of the company's HR strategy, aligning objectives with overall business goals.  • Collaborate with stakeholders to formulate strategies for improving workforce-related indicators.  **Employment Law and Regulatory Compliance:**  **•** Ensure meticulous adherence to UK employment laws and industry-specific regulations, providing guidance on compliance matters.  • Create, review, and communicate HR policies ensuring both legal compliance and organisational cohesion.  **Employee Relations and Conflict Resolution:**  **•** Proactively address employee relations issues, resolving concerns through case management, and cultivating positive employee relations.  • Employ a strategic approach to mediate conflicts, maintaining a positive workplace environment aligned with organisational best practices.  **TUPE, Redundancy, and Acquisition Expertise:**  **•** Demonstrate proficiency in managing TUPE processes, handling redundancies, leading HR aspects of acquisitions, and integrating case management strategies.  **Recruitment, Onboarding, and Performance Management:**  **•** Lead the recruitment process with a strategic approach, ensuring alignment with organizational goals.  • Oversee a seamless onboarding experience for new hires.  • Implement and oversee performance management systems aligned with best practices.  **Training and Development Initiatives:**  **•** Identify and implement training programs, enhancing employee skills in line with the organisation's growth trajectory.  **Compensation and Benefits Management:**  **•** Manage competitive salary structures and benefits packages, considering industry benchmarks.  **Policy Management:**  **•** Review and communicate HR policies to ensure legal compliance and organisational coherence.  **Effective Communication and Collaboration:**  **•** Facilitate effective communication with employees at all levels, influencing collaboration between HR and other departments to meet strategic objectives.  **Data Analytics:**  **•** Utilise HR analytics to inform decision-making, identify trends, and contribute to the organisation's overall strategic planning.  **Upholding Ethical Conduct:**  **•** Uphold the highest ethical standards, ensuring confidentiality, fairness, and compliance in all HR processes within the organisation. |
| Personal Specification |
| **Essential:**   * Proven working experience as an HR Manager. * CIPD qualification or equivalent (CIPD Level 5 or higher). * In-depth knowledge of employment law and HR best practices. * Experience in TUPE, Redundancy, and Acquisitions. * People-oriented and results-driven with demonstrable experience in human resources metrics. * Knowledge of HR systems and databases. * Ability to formulate improvement plans. * Excellent active listening, negotiation, and presentation skills. * Exceptional communication and interpersonal skills with an ethical mindset.   **Desirable:**   * Experience in the healthcare industry. * Excellent commercial knowledge. |
| This role stands as a cornerstone in shaping the future trajectory of the company. Through adept leadership, coaching, and mentoring, this position empowers managers to assume responsibility and accountability for their teams, aligning with the broader vision and direction of the company. By fostering a high-performance culture and ensuring adherence to best practices, the role plays a crucial role in steering the organisation towards a successful and sustainable future. |

NOTE: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business.

Prepared by:

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| Name: | Director(s) | | Signature: |  | Date: | 18 January 2024 |
| Title and/or Department: | | Medical Director | | | | |