**Job Description**

**Job Title HR Manager**

**Team Senior Management**

**Hours 30 pw**

**Scale/Salary Band £32708 - £38480 (FTE)**

**Purpose:**

Collaborating with our team, you will provide support, advice and guidance to managers and employees on all aspects of HR including recruitment, HR systems and employee retention.

**Reports to:** **CEO**

**Key Responsibilities:**

* Providing support, advice and guidance to line managers, employees and external stakeholders.
* Using specialist knowledge and expertise as well as external support from our commissioned employment law providers to provide advice and guidance on all aspects of HR actively and delivery and acting as a key point of contact for all employees, management and external stakeholders
* Supporting the HR admin, managers and senior staff in all aspects of people management.
* Supporting HR admin and line managers with the management of casework including coordinating meetings
* Proactively sharing HR intelligence to ensure management is equipped with the necessary support and information
* Managing HR budgets
* Managing rota systems
* Managing policies and procedures
* Coordination and delivery of recruitment, on boarding and induction.
* Co-ordination and development of all recruitment, recruitment systems and processes
* Co-ordinating onboarding and induction activities including the coordination of new starters, continually reviewing the effectiveness of the on boarding and induction process whilst identifying areas of improvement aligned to organisational development
* Advising and Coaching others in areas of specialist knowledge.
* Providing coaching and support to colleagues on internal procedures, policies and processes
* Providing coaching and support to colleagues on a range of HR areas
* Advising line managers on Employment Relations issues and processes including disciplinary, grievance, absence management, performance management, etc
* Contribution to HR Strategy.
* Supporting the delivery of HR related projects
* Supporting the delivery of the HR strategy in both planning and implementation via project related activity and ensuring HR operations are robust
* Undertaking research and integrating data to help inform HR activity and support measurement of achievements
* Providing a full and effective HR administration service including.
* Maintaining up to date records of all employee DBS information
* Ensuring all employees hold up to date contracts of employment, ensuring any changes to employee terms and conditions have relevant paperwork such as the production of contract variation letters
* Ensure our HR system is fully updated, ensuring the system holds correct information, documentation and policies at all times
* Assist in the collation of all payroll information and paperwork on a monthly basis
* Provide support to management with regards to employee Access to Work applications and other employee welfare initiatives, ensuring all paperwork is fully completed and stored accordingly
* Take minutes at meetings as and when required
* Management of staff benefits and remuneration, conducting necessary reviews and research to ensure salaries and benefits are competitive.

**General**

* To ensure accurate and timely record keeping on the system used.
* To take part in regular, reflective supervisions and appraisals to ensure both the delivery of an excellent quality service and professional development.
* To attend any required training that will increase knowledge and proficiency in the specified areas of work.
* To attend any meetings as deemed necessary by management.
* To work collaboratively and restoratively with colleagues, stakeholders, our client base, consortium partners and other agencies.
* To contribute to the effective monitoring and evaluation of Nottinghamshire Minds services and ensure all outcomes are evidenced. To work within the organisational policies, procedures, and values, including the organisational equality & diversity policy, promoting diversity and difference in all aspects of work.