

### Missing Link Job Description

**POST:** **HR Manager**

**HOURS: 37.5 per week or 30 hours (pro-rata)**

**SALARY: Point 30 £40,777**

**RESPONSIBLE TO: Director of Resources**

**RESPONSIBLE FOR: HR team**

**MAIN OBJECTIVES:**

1. As HR Manager your principal role will be to provide advice and training on statutory employment law and employment matters to Managers.

2 You will be responsible for supervising, overseeing, leading, managing the HR team to provide an efficient HR administration service

1. To uphold Missing Link’s policies and good practice guidelines and procedures, and participate and contribute as a member of the staff team

**TASKS AND RESPONSIBILITIES:**

1. To provide information, advice and guidance to managers on the interpretation of statutory employment law, disciplinary matters, ill-health and other employment matters
2. To provide information, advice and guidance to managers and staff on the organisation’s policies and procedures in relation to employment
3. To manage the timely and accurate delivery of administrative activities for the employee life cycle including new starter, life cycle changes and leavers within agreed performance levels and to comply with all statutory requirements
4. To ensure we maximise the capabilities of Sage HR
5. To liaise closely with other areas of Missing Link in particular payroll and finance you will answer queries and raise any potential issues
6. To ensure an efficient and accurate recruitment process in line with current legislation from start to end to include advertising, managing applications, shortlisting, administrative support for interviews, references, DBS, offer letters and employment contracts
7. To liaise with recruitment agencies as required and ensure that optimum arrangements are agreed
8. To oversee and co-ordinate the employee training programme and ensure accurate records are held
9. To oversee Health and Safety assessments for employees as required and ensure that appropriate measures are put in place as required
10. To ensure that annual leave entitlement calculations are accurate and that records of leave taken are up to date
11. To ensure that team leaders are recording employee sickness and other forms of absence and that information is given to payroll
12. To ensure that all employee personnel files are accurate and up to date
13. Monitor and evaluate current performance levels within the team, with a view to identifying

ways of improving performance levels

**GENERAL:**

1. Uphold the values and good name of Missing Link at all times, represent the organisation in a way that is consistent with its philosophy and ethos and within the Missing Link’s Code of Conduct
2. Work flexibly within a team setting, liaise with other staff as necessary and as appropriate to provide cover for holidays and staff absence
3. Work within Missing Link’s Health and Safety policy and guidance and to ensure your own health and safety and that of others at all times.

1. Ensure the service is delivered in a culturally sensitive way for all service users and volunteers including challenging stigma and discrimination
2. Observe organisations equal opportunities, confidentiality, data protection policies
3. Understand and contribute to the overall objectives of the organisation and follow all existing organisational policies and procedures
4. Undertake other duties and responsibilities in keeping with the nature of this post as may be required from time to time

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

* CIPD qualified or similar
* Significant operational HR and employment law experience
* Experience of providing general HR administration services using system administration activities on a Sage HR System, or similar complex HR system
* Strong IT skills including use of complex HR systems and Excel, highly analytical with the ability to manipulate data as required, and demonstrating a high level of attention to detail
* Experience of streamlining systems
* Experience of working to strict deadlines and managing a busy workload
* Experience of managing a team

**This job description is for guidance only and outlines the general ways in which it is expected you will meet the overall requirements of this post. The list of tasks is not exhaustive and duties may be varied from time to time, with the job description being subject to review and periodic amendments.**

**The post holder must be female. Missing Link is committed to Equal Opportunities. \*Due to the specific requirements of this role, this post is exempt under the Equality Act (2010), Part 1, Schedule 9 (Genuine Occupational Requirement.)**

**Missing Link is committed to safeguarding and promoting the welfare of children, young people and adults at risk of abuse, and expects all staff and volunteers to share this commitment.**

**Person Specification: HR Manager**

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| **Knowledge** | Essential | Desirable |
| CIPD qualified or similar | **✓** |  |
| **Experience** | Essential | Desirable |
| Significant operational HR and employment law experience | **✓** |  |
| Experience of providing general HR administration services using system administration activities on a Sage HR System, or similar complex HR system | **✓** |  |
| Strong IT skills including the use of complex HR systems and Excel, highly analytical with the ability to manipulate data as required, and demonstration a high level of attention to detail | **✓** |  |
| Experience of streamlining systems | **✓** |  |
| Experience of working to strict deadlines and managing a busy workload | **✓** |  |
| Experience of managing a team | **✓** |  |
| **Skills and Abilities** | Essential | Desirable |
| Strong numeracy, written communication and organisational skills | **✓** |  |
| Excellent level of IT literacy, and ability to carry out own administrative workload | **✓** |  |
| Demonstrate the ability to lead, support and manage a team ensuring the delivery of high quality support | **✓** |  |
| Demonstrate the ability to delegate, motivate and direct individuals and teams. Understand team dynamics | **✓** |  |
| Show resilience and reliability under pressure | **✓** |  |
| Educated to degree level or equivalent | **✓** |  |
| **Values** | Essential | Desirable |
| A commitment and understanding of equality and diversity issues at work | **✓** |  |
| **Other** | Essential | Desirable |
| A current, full driving licence and access to appropriate motorised transport | **✓** |  |