

**JOB DESCRIPTION**

<b>Job Title:</b>	Human Resources Manager	<b>Date Reviewed:</b>	November 2021
<b>Reports to:</b>	Finance and Resource Director		
<b>Responsible for:</b>	No direct reports		
<b>Principally relates to:</b>	Senior Leadership Team, Office Manager, Line managers, employees, external suppliers and advisory bodies.		
<b>Purpose of the role:</b>	To provide specialist advice, support and guidance to the organisation on the effective management and development of people to meet organisational objectives. Contribute to the people strategies and talent management for the organisation.		

**Main Areas of responsibility:**

**Employee Relations**

- Provide advice and guidance on performance management issues and processes.
- Oversee disciplinary and grievance issues, ensuring best practice is followed to facilitate best outcomes.
- Provide advice and guidance on employee wellbeing, support management in addressing absence/attendance issues, and ensure correct process is followed where necessary.
- Be available to managers and employees needing support, a confidential 'ear' or sounding board.

**Staff Recruitment and Retention**

- Support line managers throughout the staff recruitment process including the review and development of job descriptions/person specifications, preparing, and placing advertisements, responding to applications, shortlisting, interviewing and selection.
- Upon the instruction of the line manager, and working closely with the Office Manager, ensure that job offers and contracts of employments are prepared and issued and that payroll and other departments are notified accordingly.
- Provide guidance to managers on the effective induction and integration of employees new to the organisation or role.
- Liaise with the Finance & Resource Director to ensure that jobs are objectively evaluated, monitor pay and conditions, conduct regular salary reviews and advise on any pay or related issues.

**Organisational Development**

- In collaboration with the SLT and management, seek to understand the key business objectives in order to create and deliver effective HR strategies and solutions.
- Support managers in the identification of learning and development needs and sourcing effective solutions.
- Provide support and guidance on organisational reviews/changes, supporting a smooth implementation and transition and compliance with internal and statutory procedures.

**Safeguarding**

- Keep up to date on best practice and statutory guidance in safeguarding
- Ensure policies and procedures reflect best practice and are communicated and implemented appropriately
- Oversee all safeguarding incident reports, providing an update at the HR & H&S committee
- Ensure that any incidents are acted upon appropriately, reporting back to individuals/ employees as appropriate

- Organising training and awareness sessions for employees & trustees as appropriate.

### **Policies and Procedures**

- Ensure that Eureka!'s policies and procedures are, as a minimum, compliant with current legislation, promote best practice and foster employee engagement.
- Work closely with the Office Manager to ensure that policies and procedures are communicated effectively and support managers in their implementation.
- Ensure that policies and procedures accurately reflect safeguarding requirements, liaising with internal and external safeguarding specialists as necessary.
- Ensure that policies and procedures are regularly reviewed and updated as required.

### **Administration and Analytics**

- Work closely with the Office Manager in the maintenance of HR records and data bases.
- Monitor HR information e.g. turnover, sickness, performance issues etc., in order to identify trends, attendance issues, training and development needs etc.
- Provide management with monthly HR reports, highlighting any particular issues, development programmes, individual achievements etc.
- Identify areas which need to improve, develop plans to achieve this and support management in effective implementation.

### **Financial Management**

- Contribute to the development and understanding of HR related items within budgets, monitor spend and seek to ensure maximum return on investment.
- Work closely with the Finance & Resource Director to optimise people related costs.

### **General guidance and support**

- Attend the H&S & HR Trustee Sub-Committee Meetings, and other meetings as relevant.
- Support the Chief Executive on matters of trustee recruitment and board skills gap analysis

### **General**

- Foster and maintain excellent relationships internally and with external organisations.
- Maintain and develop professional and technical knowledge, keeping abreast of best practice.
- Observe all health and safety procedures and promote good health and safety practice at all times.
- Any other duties as may be reasonably expected of an HR Manager.

### **Special features**

- Undertake Duty Management of the museum as required.
- Weekend, Bank Holiday and evening work required.

### **Details of Education and qualifications**

- Educated to degree level/or CIPD Level 5 or equivalent

### **Details of special skills/experience/aptitudes needed**

- Proven experience at HR generalist/ advisor level.
- A strong generalist, confident in advising managers on most aspects of people management.
- Comfortable coaching and constructively challenging managers and being a credible sounding board.
- People oriented and results driven, able to build and promote good inter-personal relationships.
- Excellent listening and communication skills, honed in advisory roles/business partnering.
- Good solid knowledge of UK employment law, legislation and Codes of Practice.
- Experienced in development and implementation of employment policies and procedures.
- Calm under pressure and comfortable handling challenging and difficult situations/individuals.
- Professional attitude and demeanour and a passion for performance excellence.