

Catholic Care Job Description

1. JOB PROFILE

Post	HR Manager
Term of post	Permanent
Salary	SP 25 £29,577 to SP 30 £33,782
Hours	Full Time
Line Manager	Director

2. PURPOSE OF THE POST

- To manage the Human Resources of the Charity.
- To provide HR advice and to support managers with all matters relating to the employee lifecycle including: recruitment, induction, probation, performance and development, disciplinary, absence management and the exit process.
- To work with the Strategic Leadership Team providing input on people matters to new projects.
- To be part of and actively contribute to the Senior Management Team.

3. KEY RESPONSIBILITIES

1. To manage effective and responsive delivery of the HR function.
2. To further develop, manage and maintain the HR system to ensure the delivery of effective HR services.
3. To advise on employment issues and where appropriate be the main point of contact with the Charity's employment advisors for advice and clarification.
4. To manage the relationship with the Charity's employment advisors.
5. To report on HR KPIs to Strategic Leadership and Senior Management.
6. To produce a HR report of key issues on a monthly basis to the Strategic Leadership meeting.
7. To produce a HR report on a monthly basis to the Senior Managers' meeting.
8. To produce a HR report on a quarterly basis for the Trustees' Personnel Committee.
9. To provide advice and guidance to managers and staff on HR policies and procedures, responding to enquiries in a consistent and effective manner.
10. To manage and undertake the key areas of HR including :-
 - 10a) Safe Recruitment:
 - Advertising
 - Shortlisting
 - Interviewing – arranging interviews, interview documentation, informing candidates of the interview outcome, appointment, references, DBS clearance where applicable, contracts, right to work documentation, probation.
 - 10b) Absence management including occupational health.
 - 10c) Performance:

- Performance & Management Process
- Capability
- Disciplinary Hearings.
- Appeals process
- Grievance process

10d) The exit process including analysis of exit interview information.

11. To be proactive in proposing amendments to the recruitment and other HR processes to ensure that the Charity recruits and retains high quality and values led people.
12. To ensure that the administration of correspondence including offer letters and contracts is undertaken in a timely manner working in collaboration with the Head Office Senior Administrator and Reception Team.
13. To manage the Investors in People Programme, implementing procedures and producing people reports as required.
14. To work with the managers across the Charity and oversee the training of all staff to ensure it is up to date, effective, motivational, in line with the annual budget and supports the strategic direction of the Charity. Providing training quality and compliance reports for the Strategic Leadership Team on a monthly basis.
15. To work in collaboration with the Finance Team as part of the payroll preparation to exchange and update information to ensure consistent and accurate information is held (in line with GDPR policy) and that necessary pay related transactions are completed in a timely and efficient manner.
16. To develop good working relationships with staff and volunteers across the Organisation.
17. To promote safeguarding at all times.
18. Ensure that all information and documentation is correctly processed and stored in line with GDPR policies and procedures in order to meet regulatory, statutory compliance and financial requirements are met.
19. Administer, review and adapt the induction process to ensure it is relevant and up to date.
20. To undertake any other duties commensurate to the post, according to the needs of Catholic Care.

4. ADDITIONAL DUTIES

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

5. CONFIDENTIALITY

The information Governs Standard outline how employees must deal with personal information about employees, service users, corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.

6. VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

7. QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

8. SAFEGUARDING

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.

Post: HR Manager
Base: Head Office

Qualifications	Essential	Desirable
CIPD Level 5 Diploma in Human Resource management or equivalent	✓	
Management qualification or recognised management training		✓
Educated to a minimum of A Level standard.	✓	
Full Driving Licence		✓
Experience		
Proven track record by experience in an HR role, minimum 3 years' experience.	✓	
Experience within a busy office environment.	✓	
Experience of management	✓	
Experience of preparing and presenting reports	✓	
Experience of managing the training of staff		✓
Skills		
Ability to deliver high level of attention to detail	✓	
Ability to communicate effectively – in both written and verbal forms	✓	
Ability to work collaboratively with others.	✓	
Ability to manage a high workload	✓	
Ability to work independently and effectively as part of a team	✓	
Ability to use own initiative	✓	
Ability to be proactive in resolving and deescalating issues	✓	
Ability to be flexible and be able to work efficiently when under pressure.	✓	
Ability to manage time and prioritise issues.	✓	
Ability to motivate a staff team	✓	
Ability to be well organised	✓	
Knowledge of		
Strong knowledge of UK Employment Law and ACAS best practice.	✓	
Extensive working knowledge of HR processes and procedures.	✓	
Equal Opportunities	✓	
Proficiency in Microsoft Office and IT skills generally	✓	
Attitude		
Passionate about achieving the best lives for all people.	✓	
Willingness to work flexibly in response to the needs of the services	✓	
Outgoing, seeks out the key relationships.	✓	
Willingness to work independently and effectively as part of a team	✓	
Responds innovatively to new ideas and approaches	✓	
Commitment to the mission and ethos and values of Catholic Care	✓	
Commitment to personal training and development	✓	
Demonstrate a 'can do' attitude	✓	

