



Role Profile

HR Manager

Department: Human Resources

Reporting to: Chief Operating Officer, with dotted line to retained HR Consultant

Hours: 3 days per week

Salary: £30,000 - £35,000 (pro-rata)

Main Purpose of Role

To provide a high quality HR service to Performances Birmingham, fostering excellent relationships with managers and employees and effectively supporting the design, planning and implementation of key HR projects.

Key Accountabilities

Business Partnering

- To develop excellent relationships with managers and directors, promoting trust and confidence in the HR function.
- To proactively support PBL leaders and managers in the achievement of their business targets, providing advice and guidance on all people issues.
- To support the development of people management skills throughout the organisation, implementing training programmes and providing tools and techniques tools to improve management practices.

Project Delivery

- To support the design, planning and implementation of a planned programme of key HR projects e.g. review of recruitment and selection, performance management, HR systems and databases, pay and benefits etc, leading on the communication and delivery of all new HR initiatives and monitoring and managing outcomes.

Recruitment and selection

- To manage the recruitment process throughout the organisation, ensuring the attraction of high calibre applicants and following rigorous standards of recruitment and selection.
- To participate in the process as required (shortlisting, interviewing etc).
- To monitor the recruitment process for equal opportunity and effectiveness.
- To ensure cost effectiveness by maintaining relationships with key agencies / other organisations and monitoring the Company's spending levels.
- To ensure induction training is provided to all new starters.

Training & Development

- To conduct an annual training needs analysis and develop and deliver a basic calendar of statutory and vocational training.
- To manage the delivery of training and development programmes including monitoring of costs, attendance and feedback.

Pay and benefits

- To support the HR Consultant in delivering the Terms and Conditions/Pay and Benefits project.
- To manage the salary review process, supporting effective decision-making and ensuring smooth and timely implementation of pay changes.
- To proactively monitor pay and benefits processes to ensure accuracy and legal compliance.
- To manage relationships with external providers, e.g. for payroll and pensions, ensuring high quality services are delivered and providing robust reporting to stakeholders.

Performance Management

- To continually monitor the performance review process throughout the organisation, ensuring

that reviews are completed in a timely and consistent manner.

- To support managers in dealing effectively with performance issues.
- To work with managers to ensure that talent is recognised and fostered through the provision of appropriate development opportunities.

Employee Relations

- To support managers in the robust and appropriate handling of all employee relations issues, assessing and managing risk and referring complex cases to the Chief Operating Officer and HR Consultant as necessary.
- To promote a positive employee relations culture throughout the Company.

Policies and processes

- To act as a guardian of Company policy, ensuring any exceptions are brought to the attention of the Chief Operating Officer.
- With the HR Consultant, to develop, maintain and update Performance Birmingham's employment policies.
- To develop and implement a Company Handbook.
- To ensure managers are fully trained in implementing policies and understand when to seek guidance and support.
- To provide information, advice and guidance as required.
- To ensure that robust procedures and processes underpin HR activity throughout the employment lifecycle, including effective record-keeping and ensuring full legal compliance.

Line management

- To be responsible for the management of the HR Administrator, maintaining oversight of his/her work, managing and supporting his/her performance and development and providing direction and support as required.

Other

- To maintain own continuing professional development, keeping up to date with legal requirements and relevant HR best practice developments.
- To maintain appropriate confidentiality of information relating to the Company and its staff and maintain compliance with the Data Protection Act.
- To adhere to Company Health, Safety and Environmental Policy at all times.
- To undertake any other duties as required.

Skills and Experience

- Qualifications:
 - Full CIPD membership desirable / part qualified with relevant experience essential
 - Diploma / Degree in HR Management or other relevant subject
- Extensive generalist experience of working within a HR department.
- Sound knowledge of employment legislation, experienced in handling employee relations cases.
- Excellent verbal communication skills including the ability to present and to deliver training.
- Excellent written communication skills including report writing.
- Sound numeracy skills;
- Excellent organisation skills including ability to manage time and prioritise effectively.
- Effective influencing skills, at ease working with stakeholders at all levels.
- Strong IT skills, skilled in using Microsoft Word and Excel packages and experienced in working with HR packages /databases.

Author: Deirdre Myers, Roots HR CIC
Approved by:
Date: