

## **JOB TITLE: Human Resources Manager/Team Leader**

### **JOB HOLDER**

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### **MAIN PURPOSE OF JOB**

To co-ordinate and participate in a full range of HR operational activities to deliver a high quality service to managers, staff and job applicants. To oversee efficient HR administration and to produce management information.  
To work with the Senior Advisors contributing to the development of HR strategy and be responsible for developing and monitoring implementation plans and within the limits of the role, ensuring that objectives are met.

### **POSITION IN ORGANISATION**

- Reports to the Head of HR
- Responsible for day to day management of a team of 5+
  - Direct contact with internal customers (eg. senior managers, line managers & employees)
- Direct contact with external customers & suppliers (job applicants, agencies)

### **SCOPE OF JOB**

- **Contribution to HR strategy and assist in the development of supporting policies, procedures and practices.**
- **Implementation of HR strategy** – planning with the Head of HR & Senior Advisors and monitoring performance within the boundaries agreed with the Head of HR.
- **Employee Resourcing** – Work with Senior HR Advisor to ensure the effective operation and administration of the recruitment process and campaigns, participating in recruitment up to and including manager levels.
- **Performance Management** – monitoring and promoting appraisal process, attendance levels and providing guidance on best practice to managers and team leaders. Delivering appraisals for HR Team
- **Employee Relations** – developing employee communications, providing advice, supporting the application of grievance and disciplinary procedures
- **Training and Development** - Work with the Senior L&OD Advisor to ensure the resourcing of training and development activities to support company strategy, running the company induction process
- **Pay and Benefits** – manage salary review administration, job evaluation, reviews of benefits
- **HR Administration** – ensuring compliance with HR standards of record keeping, effectively updating and using computerised HR system and provision of reports & MIS
- **Staff Development and Supervision** – co-ordination of development, coaching and training activities for HR team

### **DIMENSIONS & LIMITS OF AUTHORITY**

- Co-ordination of job scheduling for self and HR Team
- Can advise Head of HR on range of disciplinary sanctions.
- Can recommend termination on referral to Head of HR
- Can recommend salary reviews for HR Team

## **QUALIFICATIONS**

- Minimum HND , preferably Degree level education
- Fully CIPD Qualified.

## **PROVEN ABILITY**

- A minimum of 10 years experience with at least 3 years in a supervisory HR role.
  - Demonstration of knowledge and understanding of HR administrative processes.
  - Demonstration of up to date knowledge on employment legislation / best practice
  - Computer literacy, experience of computerised HR systems, familiarity with MS Office (Word, Excel) and ability to design and produce appropriate management reports.
  - Strong organisational, communication and inter-personal skills.
  - Supervisory experience and committed to development of individual team members
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**DUTIES & KEY RESPONSIBILITIES:**  
**Human Resources Manager/Team Leader**

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**Contribution to HR Strategy**

- Research into legislative requirements and HR best practice as appropriate.
  - Contributing to the formulation of divisional strategy in conjunction with Head of HR and Senior Advisors.
  - Work with Senior HR Advisors in creating supporting policies and procedures.
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**Implementation of HR Strategy**

- Planning and monitoring implementation of divisional strategy in conjunction with Head of HR and Senior Advisors
  - Carrying out Divisional Reviews in conjunction with Head of HR
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**Employee Resourcing**

- Working with Senior HR Advisor to support the creation of company-wide resourcing plans.
  - Manages the delivery against, and administration of the company resourcing plans.
  - Working with managers to refine job and person specifications where appropriate.
  - Designing and participation in recruitment & selection activities (eg. interviewing)
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**Performance Management**

- Promoting and managing the smooth administration of the appraisal process. Working with Senior/HR Advisors to recommend and implement appropriate actions as a result of the outputs.
  - Managing the administration of absence management, recommending appropriate action where necessary
  - Delivering appraisals and objectives for the HR team
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**Employee Relations**

- Developing, promoting and contributing to employee communications
  - Co-ordinates and promotes the effective and consistent application of the CDL grievance and disciplinary policies.
  - Providing advice on HR policies and procedures to line managers and employees as appropriate.
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**Training and Development**

- Co-ordination of resource provision where appropriate to support the company development strategy

- Responsible for co-ordinating delivery of first day induction training and schedules
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### **Pay and Benefits**

- Working with Senior/HR Advisors on the development of pay and benefits policies
  - Manages the efficient processing of salary reviews
  - Ensuring and co-ordinating effective administration of benefits
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### **HR Administration**

- Ensuring legal compliance with HR standards of record keeping
  - Ensuring efficient administration including maintenance of HR database
  - Managing the provision of appropriate Management Information
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### **Staff Development & Supervision**

- Ensuring effective communication with the team and with the business.
- Supporting and providing training, development and coaching for HR team members as appropriate.
- Monitoring and co-ordinating progress and allocation of work loads
- Ensuring the team works within the framework of HR best practice