

Job description

HR Manager

Reports to:	Chief Finance and Operations Officer
Based at:	Coeliac UK Head Office, High Wycombe
Salary grade table:	Specialist (SP2), c.£45k
Hours:	35 hours per week
Holiday:	36 days a year including Bank Holidays
Line management:	1 FTE
The role:	This position sits within the Finance and Operations team, with a remit to provide HR advice and counsel to the Senior Management Team.

Key responsibilities

- Building strong, professional relationships with line managers - working closely with the Chief Financial and Operations Officer
- Providing commercially focused advice and support to line managers on all Employee Relations issues in line with Company procedures including performance management, disciplinary, grievance, redundancy, change management, absence and sickness absence issues
- Developing and maintaining company employment policies to comply with employment law and regulations
- Revising, reviewing and implementing new systems, processes and HR documentation to support the Charity
- Working with senior management to develop and execute recruitment strategies; overseeing recruitment and coordinating the onboarding process
- Advising senior management on compensation and benefits, conducting benchmarking studies
- Identifying training needs, facilitating training sessions, and leading EDI initiatives
- Leading the annual Employee Engagement process and assisting line managers with the implementation of improvement opportunities
- Ensuring health and safety compliance
- Contributing to HR strategies and assisting with workforce planning
- Helping to ensure an efficient and effective working environment including the ongoing review of office/hybrid/home working/internal communications/etc.
- Overseeing day-to-day office operations with responsibility for managing the office environment. Coordinating and negotiating with vendors and service providers
- Supporting the general activities of the Finance & Operations Department as required

Knowledge, skills and experience

- Strong generalist HR background and experience of complex HR issues including redundancies, dismissals, grievances and change management
- Good general IT skills, especially MS Office and Employee databases
- A motivated individual with initiative and a structured approach to work who has good organisational skills
- Experience of working with remote teams
- Up to date knowledge of Employment Law
- Excellent written and verbal communication skills and able to articulate and communicate effectively at all levels
- Excellent inter-personal skills
- Educated to degree level
- CIPD level 5 qualification desirable
- Able to work under pressure and meet challenging deadlines
- Outstanding organisational, analytical and time management skills and ability to create effective processes and procedures
- Ability to multi-task, work well under pressure and use own initiative
- A team player

Competencies

1: General profile
Provides leadership for staff within a specialised discipline or process area
Recognised expertise in own area within the organisation. Shares expertise with colleagues and others; offers mentoring and guidance to others
Provides specialist leadership for staff and work teams or task forces, particularly on emerging areas within specialised functional or process areas
Co-ordinates the delivery of client service (internal and/or external clients) to maintain client satisfaction and identify performance gaps, as well as new or emerging needs
Understands relevant organisation issues and the organisation's operational procedures and connects these to work priorities
2: Technical expertise; building & maintaining
Provides specialist leadership for staff and work teams or task forces, particularly on emerging areas within specialised functional or process areas
2: Technical expertise; applying & anticipating
Applies knowledge/skills through handling complex problems and/or coordinating work which may extend beyond own area of expertise; shares expertise with colleagues and other work groups
3: Client/organisation orientation; client response
Anticipates client needs, investigates the underlying causes and identifies short/long term solutions
3: Client/organisation orientation; organisation understanding
Decisions impact own work group/team; may have impact on functional objectives
3: Client/organisation orientation client response; costs
Establishes short and mid-term work plans and optimises resources to ensure that work area objectives (e.g., productivity, quality, costs) are consistently met
4: Creating & delivering solutions; problem solving
Assists in developing budgetary/financial objectives for discipline/team
4: Creating & delivering solutions; planning & organising
Manages own time and that of others; develops plans for work activities in own area over the medium/long term & supports strategic planning activities
5: Working relationship; communicating, negotiating & influencing
Main focus is on influencing functional strategy
5: Working relationship; teamwork, coaching & guiding
Acts as facilitator and mentor; moves the team forward
5: Working relationship; networking
Creates extensive networks internally and externally

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.