

LINCOLNSHIRE ACTION TRUST

Post: HR Manager
Responsible To: Head of Business Services
Responsible For: HR Assistant, L & D Officer (Volunteers)

JOB PURPOSE

- To lead on and ensure delivery of all strategic and operational HR requirements within the Trust.

KEY ACCOUNTABILITIES

HR Strategy

Own and deliver the Trust's HR strategy including:

- Ensuring that it is in line with the Trust's mission, values and good HR practice.
- Gain the approval of the SLT and Trustees.
- Developing and gaining approval for the one and two year plans required to deliver the HR Strategy, making sound judgements as to priorities, order of work and the resources required.
- Ensuring that the agreed plans are embedded into the work of the HR team and that they are delivered appropriately and within agreed timescales
- Monitoring, reviewing and reporting on progress, advising the SLT in good time of any difficulties arising.

Recruitment

Develop and implement quality processes and procedures to effectively manage recruitment including:

- Having a sound understanding of the current pressures and trends affecting recruitment within the sector, and keeping abreast and planning for likely changes in workforce requirements
- Supporting and training managers in best practice recruitment and selection processes
- Managing the recruitment, offer and vetting process efficiently and professionally to ensure an excellent candidate experience and a timely delivery for managers.
- Delivering an excellent onboarding and induction process, seeking and recording feedback from new recruits in order to continually make improvements where necessary.

Learning and Development

Develop and ensure delivery of an effective training plan to meet the needs of the Trust's workforce, including volunteers, including:

- Ensuring that all relevant skills, qualifications and training are properly recorded and, where necessary, renewed in a timely manner.
- Devising, proposing and implementing interesting and enjoyable methods of

upskilling employees and volunteers and enabling knowledge and skills to be shared.

- Overseeing performance review and appraisal schemes to ensure that they are effective in identifying skills gaps and training and development needs.

Operational HR

Ensure that there are sound processes and procedures in place for all aspects of day to day operational HR work including:

- Managing DBS and police / prison vetting for existing staff and volunteers, in line with requirements of partner agencies;
- Overseeing the annual leave process for staff;
- Co-ordinating the probation and performance review process across the organisation;
- Monitoring sickness and other absences in line with agreed procedures;
- Developing and refining relevant systems, both paper-based and electronic, to support the employee lifecycle and the effectiveness of HR operations.
- Developing and maintaining HR policies and procedures across the organisation, ensuring compliance with legislation and best practice;
- Advising and supporting managers and staff regarding HR issues and responding to HR related queries, in line with LAT policies and procedures;
- Developing the means to obtain and provide relevant management information, KPIs and analysis as required for the Trustees and the Senior Leadership Team and to inform good HR practice across the organisation.

Employee Engagement, Relations and Wellbeing

Support a climate of excellent employee relations and wellbeing by:

- Coaching and supporting managers to develop their people management skills
- Supporting managers in disciplinary, capability, grievance and all employee relations matters, guiding and providing advice appropriately
- Researching, gaining approval for, implementing and managing approved wellbeing and benefit packages and programmes appropriate to the organisation.
- Conducting relevant and meaningful staff surveys to assess the level of engagement and wellbeing within the organisation and managing resulting action plans.

Line Management

Provide effective and responsive line management support to a small team including

- Delegating appropriately and ensuring that direct reports are fully aware of and able to deliver their job responsibilities.
- Where relevant, setting KPIs for direct reports which will enable the team to reach its key targets and objectives.
- Ensuring that the team is fully aware of and correctly follows all appropriate policies and procedures.

Undertake any other duties within the overall scope of the job as directed by the Chief Executive or other Senior Managers

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Experience

- Minimum two years' experience in a relevant role.
- Experience of understanding and applying relevant employment law.
- Sound practical experience in developing and implementing HR policies and procedures
- Membership of the CIPD at minimum Associate Level, ideally Chartered

Proven Skills / Attributes

- Consistent high level of accuracy and attention to detail.
- Flexible and able to manage time and priorities to adapt to changing circumstances.
- Good, confident decision maker.
- Excellent oral and written communication skills.
- High regard for confidentiality.
- Discrete and professional approach.
- Able to work methodically in a time efficient manner
- Completer-finisher.
- Ability to work on own initiative.
- Good interpersonal skills.
- Excellent IT skills, including production of statistics and reports;
- Self motivated.
- Good team player.
- Willingness to undertake ongoing development.
- Personal and active commitment to equal opportunities.

DESIRABLE REQUIREMENTS

Experience

- Experience of working within a charitable organisation
- Experience of supporting development of HR strategies