

JOB DESCRIPTION

Job Title	HR Manager
Department	Corporate Services
Grade / Salary	SEO / £41,435 - £45,875
Responsible to	Head of Finance
Purpose of the job	<p>The Corporate Services team ensures the effective delivery of all internal support services and those provided through shared services agreements. Support services include governance, finance, commercial, risk management, HR, IT, office and buildings management.</p> <p>The HR Manager will work closely with a small team to provide proactive, well-planned and controlled support at pace in order to ensure effective delivery of Human Resources across the office.</p> <p>The HR Manager will work closely and flexibly with the Senior Leadership Team (SLT) to provide an end-to-end in-house HR service to the office which includes HR transactional work, pay, budgets and workforce planning, recruitment, learning & development and HR management information. They will work collaboratively with SLT to deliver best practice advice and guidance on HR policy, including on complex HR issues such as grievances and performance management, and will work to foster a positive employee relations culture, contributing to the HR strategy and objectives.</p> <p>Whilst the post holder has specific responsibilities, as a member of a small team it will be necessary to become familiar, through time, with other associated aspects of the corporate services function in order to provide cover for colleagues during busy periods and absences. The postholder will be proactive and willing to contribute to the overall performance of the team.</p>
Specific duties	<p>The post holder is responsible for delivering a comprehensive and proactive transactional HR service and an effective recruitment process.</p> <ul style="list-style-type: none"> • HR records

Ensure that HR records are accurate, stored securely and held on file in line with CCo's retention and disposal policy and in accordance with current data protection legislation.

DBS - Ensure that DBS checks are taken up on a timely basis during the offer stage of employment. Maintain a renewal log to ensure all renewals are implemented within required timeframes.

Deliver HR quarterly sickness absence and other relevant data as appropriate to advise and support senior management decisions.

Contribute relevant HR and non-financial data to the Annual Report and Accounts.

- **Recruitment**

Lead on and support line managers with all stages of the recruitment process in accordance with CCo's Recruitment and Selection procedures.

Ensure that successful candidates have the right to work in the UK, references are taken promptly, and DBS checks are completed during the offer stage.

Ensure that all new starters are issued with appropriate IT equipment as well as undertaking workstation assessments to ensure we make changes, so far as reasonably practicable, to protect employees' health.

Monitor equality and diversity by collating data contained in CCo equal opportunities & diversity monitoring forms. Analysis of the data, comparing results with other NDPB's, Government departments and children's sector where appropriate.

Retain securely staff Right to Work in the UK documentation for the duration of their employment and for two years afterwards.

Prepare and update contracts of employment. Ensure that all signed contracts and associated documents are stored securely in line with data protection requirements.

Advise managers on the induction and probation process for all new starters in accordance with CCo's policies and procedures.

- **Payroll**

Work with the Head of Finance and the Finance Advisor to ensure all staff salary payments are made accurately and on time.

Review the monthly HR Payroll spreadsheets to ensure that all amendments to staff salaries, and joiner and leaver information are accurately recorded and processed correctly.

Work with the Head of Finance to ensure that salary costs are accurately included in the management accounts and maintain a sickness and absence log.

Work with the Head of Finance to draft the annual Pay Remit and implement the annual Pay Award.

- **CCo's Policies and Procedures and the Staff Handbook**

Support the organisation in ensuring CCo is compliant with UK law.

Undertake a regular review of the Staff Handbook and CCo's HR policies and procedures including recruitment, induction, absence and resignation procedures.

Maintain a log of all amendments to the Staff handbook.

Maintain the Policies and Procedures spreadsheet, ensuring that all policies and procedures are reviewed as indicated.

- **Performance Management**

Oversee the performance management cycle ensuring that staff understand the requirements and timelines for objective setting, mid- and end-year reviews. Consolidate staff performance information to support validation decisions.

Support line managers with the performance management procedures, providing advice and best practice in cases of unsatisfactory performance, for both probation and the annual cycle.

- **Learning and Development**

Create an annual plan based on consolidated development needs identified as part of objective setting.

Ensure all new staff undertake mandatory civil service e-learning.

Lead on training of new line managers and deliver refresher sessions for new line managers to ensure they are aware of their responsibilities in this role.

- **Employee Wellbeing**

Deliver an annual All Staff Wellbeing Survey, consolidating the returns and working with managers to develop an action plan in response to any identified issues.

Analyse and report on any trends or issues highlighted as a result of the survey, feeding back to SLT and proposing actions to take in line with the HR strategy.

Promote the use of employee wellbeing tools such as the Employee Assistance Programme and Headspace.

Complete Occupational Health Referrals as appropriate and ensure follow-up actions are completed in a timely manner.

- **Advice and Support**

Provide confidential HR support to staff and line managers in line with best practice and guidance.

Advise on and resolve employee relations issues and people matters.

Escalate serious HR issues to SLT as appropriate.

Develop a network of HR colleagues to collaborate with and consult on relevant HR issues, particularly counterparts in the Department for Education (DfE).

- **Returns**

The CCo is required to submit a number of returns to DfE and the Cabinet Office. The postholder will be responsible for completing all returns relating to staff and HR matters accurately and to the required timeline.

- **Employment Law**

Stay up to date on changes to employment law, implementing relevant policy or procedural changes where needed and within the required timelines

- **Other duties**

	<p>As part of the Corporate Services team, ensure:</p> <ul style="list-style-type: none"> - the reception telephone is always covered during core business hours. - the team includes a first aider, fire warden and mental health first aider. <p>Provide ad hoc support to the other members of Corporate Services as and when required.</p>
Safeguarding	<p>All staff have a responsibility to safeguard and promote the welfare of children and young people.</p> <p>The post holder will undertake appropriate levels of training and is responsible for ensuring that they understand and work in line with the Children's Commissioner's safeguarding children and young people policy and associated guidance.</p>
Changes	<p>This is a description of the job as it is presently constituted. It is OCC's practice to periodically review job descriptions and to update them from time to time. This process will be conducted in consultation with the post holder. It is the aim of OCC to reach agreement on any changes. If agreement cannot be reached, it reserves the right to insist on such changes, after consultation.</p>
Date	January 2023

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> • Educated to degree level or recognised HR-related qualification (CIPD Level 5 or above), or evidence of equivalent experience • Experience of prioritising, planning and monitoring of workflows and loads including occasional high workloads. • Job Evaluation training or equivalent experience 	<ul style="list-style-type: none"> • Knowledge of Government • Public sector experience
Skills and Abilities	<ul style="list-style-type: none"> • Competent in the use of Microsoft Office (Outlook, Word and Powerpoint). • Proficient in the development and maintenance of Excel spreadsheets. • Excellent attention to detail and a thorough approach to generating and checking documents including contracts. • Excellent written and oral communication with excellent listening and recall skills. • Good organisational skills, efficient in prioritising, planning and monitoring of workflows/loads and the ability to work independently and flexibly. • Ability to work as part of a team and effectively communicate and maintain good relations with colleagues 	<ul style="list-style-type: none"> • Strong written and oral communication skills. • Ability to manage upwards, working collaboratively with Senior Leaders to promote the HR strategy and ensure compliance with HR policies and procedures

	<p>and external suppliers and contractors.</p> <ul style="list-style-type: none"> • Ability to use discretion and diplomacy, and to demonstrate sensitivity when handling confidential information. • Strong analytical skills and the ability to deal with complex issues applying sound judgement, often under pressure and/or short timeframes. 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • Drive and commitment to producing high standards of service with real attention to detail, customer care, and an ability to deal effectively with the conflicting demands of various stakeholders. • Understanding of (and commitment to) equality and diversity issues 	