**JOB DESCRIPTION**

**Job Title:**  HR Manager

**Reports To:**  Managing Director

**Team:** Human Resources

**Location:** Leeds and London if required

**Date Prepared:** 22/10/2019

# PURPOSE

This role will support the HR function in the providing a full and comprehensive HR support and management across the organisation. The HR Manager will provide expert advice and administration to support all employees. They will ensure CQC standards are reached and maintained. They will ensure staff engagement and the culture of the business is paramount throughout the whole organisation.

**MAIN DUTIES AND RESPONSIBILITIES**

* Assume accountability for all HR issues around recruitment and maintenance of personnel files.
* Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades
* Ensure compliance with relevant laws and [internal policies](https://resources.workable.com/payroll-advance-policy)
* Collaborate with Human Resources (HR) and accounting teams regarding payroll
* Maintain accurate records and prepare reports
* Maintain accurate pension records and reports
* Answering employee questions
* Creating and distributing documents
* Providing customer service to organisation employees
* Serving as a point of contact for all employees
* Maintaining computer systems by updating and entering data
* Setting appointments and arranging meetings
* Compiling reports and spreadsheets
* Creating a positive working environment
* Leading on organisation culture
* Manage any employee relationship issues
* TUPE of staff into and out of the business
* Implementing the application of HR and Workforce Policies across the organisation

**Recruitment/New Hire Process**

Participating in recruitment drives and advertising

Posting vacancies and organising interviews

Ensuring background and reference checks are completed

Preparing new employee files

Adding new employees to online HR software

Serving as a point of contact for all new employee questions

**Record Maintenance**

Maintaining current HR files and databases

Updating and maintaining employee benefits, employment status and similar records

Maintaining records related to grievances, performance reviews and disciplinary actions

Performing file audits to ensure that all required employee documentation is collected and maintained

Completing termination paperwork and assisting with exit interviews

**Staff Council and Culture**

The HR Manager will ensure that the staff council is organised and operational

They will ensure strong relationships between the staff body and the executive team, including how the organisations culture is driven.

**Key Relationships**

The HR Manager will link with a variety of key personnel including:

* Executive Team
* Senior Leadership Team
* Doctors
* Consultants
* Advanced Nurse Practitioners
* Health care support workers
* Administration/receptionists
* Staff Council





**Management:**

This post will have responsibility for one apprentice.

**K**N**OWLEDGE, SKILLS AND EXPERIENCE**

* CIPD Qualification Level 5 – desirable
* Excellent Excel and Microsoft Word knowledge
* Detail orientated and organised
* Strong communication and customer service skills
* Good understanding of payroll procedures and requirements
* Ability to work as a team
* Interviewing skills

**SAFETY**

**Health and Safety at Work Act**

The jobholder is required to take reasonable care for the safety and health of themselves and others who may be affected by their acts; and to co-ordinate with management in the promotion and maintenance of health and safety measures.

This job description is not exhaustive and may be adjusted periodically after review and consultation. You will also be expected to carry out any reasonable duties which may be requested from time to time.

Work safely at all times in accordance with legislative requirements and practice policies and procedures

**SIGNATURES**

Jobholder Name ………………….………………………………………..

Signature ……………..…………………………………………….

Date ……………………………………………………………

Manager Name ………..…………………………………………………..

Signature …………………………………….………………….

Date …………………………………..……………………

Director Name ………………………………………………………..

Signature …………………………………….………………….

Date …………………………………………..……………