



JOB DESCRIPTION

Job Title:	<u>Human Resources Manager</u>	Hours per Week:	<u>35</u>
Service:	<u>People & Assets</u>	Team:	<u>Human Resources</u>
Job Location:	<u>Headquarters</u>	Line Manager:	<u>Head of People & Assets</u>
Band:	<u>E</u>		

KEY PURPOSE

As HR Manager you will lead the Human Resources team, including payroll management and health and safety, to ensure effective HR operations.

Working closely with the Executive and Operational Teams, the HR Manager will drive strategic HR initiatives that enhance talent development, improve workforce performance, and align with organisational goals—playing a vital role in advancing the organisation's growth and long-term objectives.

KEY ACCOUNTABILITIES

- Develop and implement HR strategies that drive organisational change, enhance culture, and foster employee engagement throughout the employee lifecycle, including managing the HR budget in line with NPA procedures.
- Oversee complex HR cases—such as grievances, disciplinary, and performance management - while establishing efficient processes for resolution.
- Fostering positive relations with employees and unions to support effective negotiation and consultation on terms and conditions of employment.
- Lead organisational change initiatives, providing strategic guidance on structure, culture, and workforce planning to boost efficiency and effectiveness.
- Implement HR technology to streamline processes, driving digital transformation while maintaining industry best practices for continuous improvement.
- Ensure accurate and timely payroll management, compliance with employment laws, and effective health and safety protocols through regular audits and risk assessments.
- Build and maintain strong relationships with internal and external partners to support organisational goals.
- Undertake any other duties appropriate to the grade as required.

PERSON SPECIFICATION

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Proven experience in leading and managing an HR team - building strong management relationships, and effectively influencing across business areas. • Skilled in developing HR policies and procedures, managing budgets, and delivering HR projects that support organisational change. • Demonstrated ability to support and promote positive industrial relations with external partners. 	<ul style="list-style-type: none"> • Demonstrated ability to lead and inspire HR teams to adopt innovative approaches and achieve strategic objectives. • Experience in implementing and leveraging HR technologies to enhance service delivery and streamline processes. • Experience in Public Sector HR Management
Specific Skills, Abilities and Qualities	<ul style="list-style-type: none"> • Creative and strategic thinker, with the ability to introduce fresh approaches to HR management • Excellent communicator, with strong negotiation and influencing skills. • Strong understanding of employment law. • Solution-oriented and proactive, able to anticipate and respond to challenges effectively. • Ability to collate, analyse, evaluate and present management information. • Working knowledge of HR systems and Microsoft Office applications. 	<ul style="list-style-type: none"> • Experience in overseeing payroll, compliance, and health and safety operations.
Required Qualifications	<ul style="list-style-type: none"> • Chartered Membership of CIPD or equivalent level work experience 	
Any Additional Job Related Requirements		