



JOB DESCRIPTION

Post Title:		HR Manager	
Department:		Human Resources	
Full/Part Time:	Full Time	Hours of Work:	37.5 hours per week
Postholder Reports to:		Director of HR, Payroll and Volunteering	
Postholder Supervises:		HR Advisor, HR Officer, HR Assistant and any temporary staff working within the administrative team.	
<p>Purpose of the Job:</p> <p>To support the HR Director and HR Team in delivering a high quality, effective service to all Nightingale Hammerson Staff, Managers, and volunteers.</p> <p>Developing HR Policies and updates, and providing employment relations advice in context of current employment law and good practice, and other case workload as appropriate.</p> <p>Support the HR Director in developing appropriate strategies to promote good people management practices within the organization.</p> <p>Ensure effective HR processes and policies are in place and consistently applied across the organization.</p> <p>Overseeing the maintenance of the staff training database, training diaries, and organizing training days. Leading on ad-hoc projects, research and quality audits, monitoring training statistics, HR Metrics and bench marking.</p> <p>To maintain up –to-date knowledge of employment legislation in addition to professional HR and best practice issues.</p> <p>Supporting recruitment activity as required and conducting recruitment immigration and DBS (formerly CRB) checks, issuing contracts of employment.</p> <p>Conducting and writing up investigation reports, attending grievance/disciplinary/sickness review meetings as required.</p> <p>Facilitating areas of training & development.</p>			
Equal Opportunities			

Nightingale Hammerson is committed to achieving equality of opportunity both in delivering its services and in the employment of people and expects all employees to understand and promote equality of opportunity in their work.

Duties and Responsibilities

- Deputise for the Director of HR
- Line manager the HR Co-ordinator and temporary staff within the HR team
- Work with managers to analyse problems and make decisions in a timely and consultative way.
- Supports managers in building effective relationships within their teams – which may require mediation
- Produce written reports to analyse trends and forecasts within the context of people management
- Support change management programmes within the organisation including TUPE
- Ensure that the HR office runs smoothly and the team comply with requirements of CQC

- Provide HR policy and procedural advice to managers and staff with reference to Human Resources Manager where necessary. To give advice on employment relation issues. Research policies and amend/draft as necessary using technical resources available (CIPD/Croner on line, etc). To maintain the HR intranet up to date.

- Participate /assist in internal investigations and hearings as appropriate. Including conducting and writing up of investigation reports, and attending disciplinary/grievance/sickness reviews as required.

- Provide statistical information in respect of HR metrics, HR benchmarking, sickness occurrences. Maintain staff filing up to date and conduct audits of staff files, mandatory training compliance statistics, new starter audit, sickness audit. To assist with any other audits required for reporting to the Care Governance Board.

- Conduct DBS/SOVA checks via the Atlantic Data on-line system, store information as required by legislation.

- Support recruitment when required and advise on best recruitment strategy for each vacancy. Arrange advertisements, response handling, update appropriate areas of the website. Assist Managers to update job descriptions if necessary, and participate on interview panels if required. Produce contracts of employment and liaise with Payroll Department.

- Update the HR Database (Workforce) as required with training attendance data, immigration/visa data, and criminal records checks. Produce reports from the database as required.

- Compile training calendar and circulate, liaising with internal and external trainers. Including sourcing suppliers / trainers, NVQ/QCF/Skills for Care funding as required.

- Compile Staff Newsletter, promoting it throughout the organisation, Timetable production, tout for articles, encourage staff participation, draft, produce and distribute.
- Liaise with government offices for processing all documents required in relation to immigration / visas / sponsorship for new and current staff including composing any correspondence required. Also to monitor existing staff records for visa expiry dates, and take necessary steps to ensure staff/manager are notified and ultimately ensuring compliance with UK Border Agency requirements.
- The HR Advisor to undertake all administration of all non nursing staff files. Maintaining archiving systems, and 2 yearly clear out of ex-staff files, except dispute cases.
- Liaise with Managers to obtain completed probationary, induction checklists, supervisory and appraisals forms.
- Produce monthly reports in line with HR KPis
- Take the lead on specific research projects which arise from time to time.
- Oversee the organisation of the Christmas travel arrangements for staff.
- Be responsible for updating Nightingale Hammerson establishment lists.
- Proactively promote, and be responsible for Employee of the Month Award. Diarise meetings, complete correspondence required, and liaise with payroll
- Liaise with Managers to compile accurate sickness/absence statistics, trigger level monitoring.
- Any other tasks considered reasonable and associated with this job role

To maintain Nightingale Hammerson's values of :

Compassion
Respect
Excellence
Dignity
Integrity



PERSON SPECIFICATION

The requirements listed below are considered to be either **essential** to successfully undertake the duties and responsibilities of the post or are considered **desirable**.

Criteria Essential or Desirable

Qualification

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| 1. | Graduate level education | Essential |
| 2. | Part CIPD qualification/HR Certificate or similar | Desirable |

Experience

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| 3. | Experience of using Word for Windows | Essential |
| 4. | Experience of undertaking work in a similar role | Essential |
| 5. | Experience of using Excel to intermediate level | Essential |
| 6. | Experience of using HR database | Essential |

Knowledge

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| 7. | Maintaining up to date knowledge of employment legislation and HR good practice. | Essential |
| 8. | Knowledge of UK Border agency requirements | Essential |

Skills

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| 9. | Literacy and numeracy skills in order to produce a variety of written material and statistical information. | Essential |
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| 10. | Ability to prioritize work within the context of competing demands. | Essential |
| 11. | Ability to work on own initiative without constant guidance. | Essential |
| 12. | Ability to effectively work with a range of colleagues. | Essential |
| 13. | Ability to effectively communicate and foster good relationships with a range of people, including residents, their family and Carers, managers and staff from the Nursing and other Departments | Essential |
| 14. | Ability to produce neat and accurate work to deadlines. | Essential |
| 15. | Ability to use a variety of computer packages, with training, in order to produce a range of reports and statistics as required. | Essential |