

HR MANAGER

1. Job Details

Job Title	HR Manager		Line Manager	Director of Business Support	
Grade Level	Level 5	Spine Pt Range	35 - 37	FTE Salary Range	£35,978 rising to £36,915 and £37,852 after 2 and 4 years' service.
Section/Unit	HR		Directorate	Business Support	
Location	65 Bonnington Road, Edinburgh with travel across all sites				
Hours	37.5		FTE	1FTE	
OR	Required to have a genuine and active Christian faith and commitment				

2. Job Purpose

To provide day to day management of operations and staff in the HR Team and Administration Team in order to provide excellent service to all Bethany employees and volunteers.

To lead service evaluation and improvement in all HR and people development functions.

To provide professional support and guidance to Directors and Managers.

3. Main Responsibilities

	Description	
1	To manage and lead the activities and staff of the HR team in order to ensure best practice in people and volunteer management and development to support the vision and priorities of the organisation.	35%
2	To ensure efficient and effective resource utilisation including systems review and development in HR and Administration.	15%
3	To support directors and managers by communicating and implementing new employment legislation and conducting continuous policy review.	10%
4	To lead the continuous enhancement of staff engagement initiatives including Healthy Working Lives and similar accreditations.	5%
5	To be responsible, in partnership with line managers, for the employee and volunteer 'journey' including recruitment, personal and career development and performance review processes.	20%
6	To report on key HR indicators for organisational health introducing initiatives to ensure high staff retention and satisfaction.	10%
7	To participate in external networks in order for the organisation to benefit from best sector practice and corporate support.	5%

4. Planning and Organising

- The post holder will lead the HR team with timescales that support the needs of the organisation.
- The post holder will lead the Administration team in order to provide excellent customer service to internal and external customers.

- The post holder will develop an annual plan of their teams' work in consultation with all team members and colleagues.
- The post holder will be fully cognisant of Bethany's Organisational Plans and understand the priorities and commitments, taking them into account as they plan their own workload, and analyse how to best support Directors and Managers in meeting their agreed objectives.
- The post holder will consult widely on any proposals or projects in advance of submitting proposals and implementing change.
- The post holder will conduct annual staff surveys and provide analytical reports on retention, absence, pay scales etc. including benchmarking data
- The post holder will be expected to lead the production of monthly reports relating to employee and volunteer recruitment and management.

5. Problem Solving

- The post holder will apply their professional knowledge to making proposals and recommendations.
- The post holder will apply their knowledge of professional competencies, prospective changes in legislation in order to identify implications for Bethany and recommend revisions to policy and procedures.
- The post holder will be expected to identify, analyse and bring recommendations and advice to the Executive Management Team relating to safeguarding practices and policy.
- The post holder will be expected to support all directors and managers with information, advice and direction as appropriate employment and volunteer engagement matters and to develop members of the HR team in their knowledge and confidence to do likewise.
- The post holder will lead and support the HR team members in itrent and systems including payroll processes.

6. Decision Making

- The post holder will determine the priority of their own work, ensuring the work is completed within the deadlines agreed.
- The post holder will determine the appropriate policies & procedures for Bethany based on professional expertise and requirements of the organisation. The post holder will regularly prepare the content and presentation of HR information for the Director of Business Support.

7. Key Contacts and Relationships

The job-holder's key contacts will include:

- The CEO, Director of Business Support, executive management team.
- Business Support Managers and staff to ensure joint working.
- Externally – Legal representatives, network groups, HR Managers in partner organisations.

8. Knowledge, Skills and Experience Needed

- Be a member or chartered fellow of CIPD
- Experienced in leading and developing a team to provide excellent support/service
- Experience in developing and maintaining a generalist HR function within an organisation

- Experience in using HR software (iTrent) to report to EMT and support the aims and objectives of the organisation
- Experience of coaching and nurturing others to meet their own professional and organisational goals
- Excellent communication skills: verbal and written with the ability to build professional relationships
- Required to have a genuine and active Christian faith and commitment

9. Dimensions

- The post holder is responsible for the professional competence and development of the HR team
- The post holder is responsible for the staffing and performance of 7 direct reports
- The post holder will report to the Director of Business Support

10. Qualities and attitudes

- People focused and willing to serve the needs of others
- Flexibility and openness to change
- Credible and professional team worker
- Role model who consistently demonstrates Bethany's organisational culture, ethos and values

Culture

- Our standard is LOVE
- We SERVE others before ourselves
- We VALUE each person

Ethos

We demonstrate:

- | | |
|----------------|-----------------|
| • Compassion | • Courage |
| • Humility | • Truthfulness |
| • Authenticity | • Excellence |
| • Respect | • Relationships |
| • Affirmation | |

The post holder will be expected to promote a common understanding of what the organisation's values mean, and critical to success, consistently model the values in all activities and relationships.

11. Job Context and any other relevant information

The post-holder is required to participate in and occasionally lead Christian worship in a work setting and respond to questions about the Christian faith from personal experience, in order to contextualise Bethany's Vision of working with vulnerable people as an expression of Christian love in action.

12. Job Description Creation and Revision

Created	April 2019
Reviewed	Sept 2021