



## *Job Description*

<b>Job Title:</b>	HR Manager
<b>Hours Per Week:</b>	35 hours
<b>Location/Department:</b>	Human Resources
<b>Reports To:</b>	Head of HR
<b>Direct Reports:</b>	HR Officers
<b>Budgetary Control:</b>	Delegated (Recruitment and L&D budgets)
<b>DBS Disclosure:</b>	Basic
<b>Date Prepared:</b>	November 2021

### **Job Summary/Purpose:**

Act as the primary HR contact for operational matters, providing advice on all aspects of HR including resourcing, change management, staff health and wellbeing, and employee relations. Establish influential working relationships with key stakeholders to bring the right balance of challenge and support to ensure progress on key HR matters for the College to meet its objectives.

### **Key Duties and Responsibilities:**

1. Act as a key contact for managers across the College, ensuring HR good practice and establishing effective relationships.
2. Ensure that employee relations matters are dealt with robustly, pragmatically and in a timely fashion, coaching both line managers on approaches for managing people including advising on correct process and policy.
3. Line manage, appraise, develop and coach the HR Officers, maintaining oversight of output of work, service delivery and outcomes; setting objectives and deadlines, and encouraging personal development.

4. Act as a coach to managers and supervisors in raising awareness of expected leadership behaviours.
5. Advise on and implement all HR policies, procedures and processes; ensuring HR documentation are updated as necessary to comply with latest legislation, sound HR practice, and to promote diversity and inclusion. To design, develop and implement new HR policies and procedures when requested.
6. Ensure appropriate HR information systems are in place to support operational needs and contribute towards the continuous improvement of HR processes, documenting and communicating changes where necessary.
7. Effectively oversee the full recruitment process, ensuring that the best service, and value for money is achieved, focusing on key objectives for the College.
8. Be responsible for learning and development, working with the HR team to develop the annual training plan and management development programme, ensuring all delivery is cost effective and meets learning objectives.
9. Manage the recruitment and L&D budgets in conjunction with the Head of HR.
10. Oversee the organisation's apprenticeship scheme (currently one apprentice) ensuring the College meets all statutory responsibilities.
11. Produce HR metrics and management information in support of KPI's for the HR department.
12. Lead on HR project work as required to enable the organisation to meet its overall business objectives and to drive improvements to the service offered by the HR Department.
13. Maintain an up-to-date knowledge of external trends, best practice and the operating environment, through sources such as publications, conferences and networks as well as developments within the HR professional field.
14. Participate in relevant department or team meetings and awaydays, bringing key insights to people and College wide issues.

15. Undertake any other administrative duties as required to fulfil the duties of the role.

### **Values and Behaviours:**

The following are the values that Morden College wishes staff to adhere to in their daily working life. To be:

- **Respectful**

Understand the value of life histories, using them to enhance individual wellbeing and create opportunities for meaningful connections; adapt to differences and focus on individuals not tasks and routines; contribute positively to a culture of mutual respect both in the workplace, and between residents and staff.

- **Compassionate**

Show kindness, dignity, respect, warmth, empathy, and compassion in all interactions; treat every individual as a person, be inclusive and provide support that is tailored to meet need; don't judge.

- **Accountable**

Be self-aware and open; be supportive, take personal responsibility and be answerable for your actions; lead your team; show integrity.

- **Progressive**

To make a real difference to peoples' lives think outside the box; be open to learn and reflect on yourself, your skills, and actions; be adaptable, positive and inspiring; embrace new ideas and technologies.

### **General Duties and Responsibilities:**

1. To contribute to close working relationships with all personnel and to help to build an open, honest and happy culture that facilitates learning, creativity and excellence of delivery.
2. To be empathetic and courteous to residents and their relatives, treating them with care and consideration at all times and referring any issues or incidents directly to management/nursing staff as appropriate.
3. To take appropriate action to remedy any unsatisfactory employee performance issues and report these to your line manager as appropriate.
4. Enable good 2-way communication within your team, being supportive and inclusive and encouraging a culture of mutual respect; monitoring all documentation and observing staff in practice to enhance performance and always ensure a person-centred approach.

5. To maintain confidentiality and to comply with the College policy thus ensuring security in the management and use of information at all times.
6. To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, absence cover and taking part in College events.
7. To operate in accordance with the College's policies and procedures as detailed on the College's website and intranet and as set out in the Staff Handbook and elsewhere, and ensure compliance with Safeguarding Adults policies, Care Quality Commission legislation and key lines of enquiry.
8. To work in accordance with the Health and Safety at Work Act 1974 and related College regulations; understanding the health and safety policy and ensuring that care is taken to protect the health, safety and welfare of residents, staff, and visitors in Morden College. This will include reporting of faulty equipment to the relevant manager.
9. To undertake training as necessary in line with development of the post.
10. To participate fully in the performance management process and undertake Continuing Professional Development as required.
11. To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
12. To ensure compliance with the General Data Protection Regulations 2016 and the Data Protection Act 2018.
13. This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.

***This job description is not meant to be exhaustive and will be reviewed and amended as necessary to meet the changing needs of the organisation. It will also be used as the basis for determination of objectives and the contents will be used as part of the appraisal process. This job description has been agreed between the post holder and Morden College.***