



JOB TITLE: Human Resources Manager

REPORTS TO: Human Resources Director

HOURS: Full time

LOCATION: Based in Luton Office, travel to sites in Beds and Herts and Head Office

SALARY: £30,000

JOB PURPOSE: To provide an advisory service to staff and managers on the Beds and Herts Contract

KEY ACCOUNTABILITIES

Key responsibilities to include but not limited to:

Payroll/Attendance

- Ensure that all payroll queries are resolved in a timely and satisfactory manner
- Administer maternity/paternity/parental leave

Recruitment and Selection

- Liaise with managers regarding recruitment requirements,
- Compile relevant documentation for job advertising
- Assist and manage interview process
- Assist and manage new starter processes, inductions and reviews
- Report on recruitment activities to HR Director

Employee Relations

- Working with line managers and HR Director to consider disciplinary and grievance hearings
- Conduct disciplinary and grievance meetings
- Deal with all general employee service enquiries
- Work closely with HR Director to implement new policies and procedures and manage general employee relations
- Manage and monitor sickness absence, utilising the Occupation Health Service, including providing monthly reports to the HR Director



Other Requirements

CIPD qualification - essential

Previous experience using HR Database - essential

IT Literate – essential

Up to date knowledge of employment law – essential

Self Motivated

Good Communicator

Interpersonal Skills

Persuasive Skills

Negotiation Skills

Any such work/project as allocated to the post holder by the HR Director, that are within the post holder's capabilities and within the scope of the post.