

JOB DESCRIPTION

JOB TITLE:	HR Manager	REFERENCE:	
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OVERALL PURPOSE OF THE ROLE:

The HR Manager will play a pivotal role in shaping our organisation's people practices and ensuring a positive experience for staff, freelancers and volunteers. Responsibilities will span various aspects of human resources from recruitment to employee relations and compliance. The HR Manager is supported by the HR & Operations Coordinator.

MAIN TASKS

The role holder is required to:

Recruitment & Contracting

1. Manage the recruitment process, including job design, sourcing the best candidates and ensuring appropriate procedures are in place and followed.
2. Ensure all employment contracts are in line with legislation and best practice, issued and amended when required.
3. Ensure prospective staff have the right to work in the UK and all pre-employment checks are carried out including references and DBS (Disclosure & Barring Service) checks.
4. Advise on contracting of Freelance workers and issue Freelance contracts, ensuring contracts are in line with legislation and best practice, and issued and amended when required.
5. Support managers to design roles and write and develop Job Descriptions, ensuring they are up to date and accurately recorded.

Policies, Procedures & Administration

6. Manage and maintain all employment policies and procedures ensuring they are compliant with up-to-date legislation, in consultation with the senior management team.
7. Manage employee (electronic) files to ensure they are up to date and accurate in line employment legislation and GDPR.
8. Manage the online HR system (PeopleHR) and rota system (Rotacloud), promoting best practice in their use and rolling out training to staff across the organisation.
9. Produce regular and ad hoc reports to support managers and the organisation with monitoring and decision-making.

Performance & Development

10. Carry out organisational induction sessions with new staff and ensure departmental inductions take place by line managers.
11. Oversee the probationary review for new staff and ensure probationary periods are managed and assessed effectively by line managers.

12. Oversee the staff performance review and development process, initiating the implementation of reviews and managing follow up actions.
13. Provide advice and training to line managers to ensure they have the appropriate skills and knowledge to manage their staff, freelancers and volunteers.
14. Develop and manage the organisational training and development plan, and assist managers in identifying staff training needs.
15. Co-ordinate and evaluate staff training and manage associated budget, identifying potential sources of additional funding, and leading training where appropriate.

Employee Relations and Engagement

16. Be the first point of contact and support for managers dealing with employee relations issues including, disciplinary and grievance.
17. Champion equality, diversity and inclusion within the organisation, developing and implementing a new EDI policy.
18. Lead on development and implementation of a Staff Wellbeing policy.
19. Monitor absences, advising and supporting managers on absence related procedures.
20. Liaise with external HR advisors and solicitors where required for clarification and assistance on HR issues.
21. Be a member of the Health & Safety Committee working to ensure employees health and safety is a priority.
22. Liaise with BECTU (Union) Reps where appropriate and work with BECTU on issues relating to staff well-being and conditions.
23. Develop and implement employee satisfaction survey.
24. Provide guidelines for how Brewery Arts works with volunteers and work with Line Managers to assist with recruitment and management of volunteers.
25. Support the process of staff pay reviews and manage all associated administration.
26. Lead on communications with staff on employee related matters.

This list is not exhaustive. The organisation may evolve and your duties may be amended. There may also be occasions where you are required to undertake additional tasks as necessary to meet the needs of the business.

PERSON SPECIFICATION

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We welcome and encourage applications from anyone who can demonstrate how they meet the criteria for the role. We especially welcome and encourage applications from people with backgrounds currently underrepresented in our organisation, particularly those who are Black, Brown or minoritised, who are LGBTQ+, or who are disabled. If you would like the selection panel to know you are from a background currently underrepresented at Brewery Arts, please tell us in your Personal Statement in the Job Application Form.

QUALIFICATIONS & WORK EXPERIENCE	
Level 5 CIPD qualification and/or 2 years' experience in a similar role	Essential
Strong knowledge of current employment law, HR policy and best practice	Essential
Experience of managing employee relations issues	Essential
Experience of managing or supervising staff	Essential
Experience of individual performance management and effective dispute resolution	Desirable
Experience of training, coaching and advising staff at all levels	Desirable
Experience of supporting multi-professional teams in a busy environment	Desirable
SKILLS	
Excellent communication skills (verbal and written)	Essential
Discretion and diplomacy in dealing with others and handling sensitive or confidential information	Essential
Excellent organisational skills	Essential
Competent in the use of Microsoft Office Word, Excel and Outlook	Essential
Strong numeracy skills and high levels of accuracy	Essential
Competent in the use of digital HR systems such as PeopleHR and Rotacloud	Desirable
PERSONAL QUALITIES	
Commitment to personal and professional development	Essential
Commitment to equality, diversity and inclusion	Essential
Ability to work under pressure, multi-task, work to strict deadlines and complete tasks sometimes with conflicting demands	Essential
Ability to work well on own initiative and co-operatively as part of a team	Essential
Ability to be flexible and respond to changing situations	Essential
Ability to negotiate and be assertive when necessary	Essential
A keen eye for detail	Essential
Enthusiasm for the work delivered by Brewery Arts	Essential
OTHER REQUIREMENTS	
First aid certificate or willingness to obtain one.	Desirable
A Disclosure & Barring Service (DBS) check, formerly CRB Disclosure, is required for this position (can be provided by the company).	Essential

TERMS & CONDITIONS

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Contract:	Permanent
Pay:	£33,280 per annum, pro-rata
Hours:	<p>Part Time: 0.6 FTE. 24 hours per week (excluding lunch breaks). Hours can be worked flexibly.</p> <p>No overtime is payable. TOIL will be accrued if more than contracted hours are worked in a week.</p>
Place of work:	Brewery Arts, Kendal. Opportunities for hybrid and remote working are available.
Reports to:	Finance Director
Responsible for:	No direct line management responsibilities, but this role receives support from the HR & Operations Coordinator.
Notice Period:	8 weeks
Holiday Entitlement:	<p>Permanent - 6 weeks' holiday per annum, rising to 7 weeks after 3 years' continuous service</p> <p>Entitlement is inclusive of compulsory closure days announced each year. Other bank holidays are considered normal working days; therefore, they are not in addition to annual leave entitlement.</p>
Pension:	<p>The Company operates a pension plan in compliance with the employer pension duties under the Pensions Act 2008.</p> <p>Depending on your age and earnings, you may automatically be entered into the Group Personal Pension Plan and contributions are matched by the company in line with the regulations.</p>
Discretionary Benefits:	<ul style="list-style-type: none"> • Complimentary tickets for events and cinema for staff + one can be requested (conditions apply and if the event sells out complimentary tickets are not available). • Discount on food in our catering outlets for staff + one. • A parking permit is given to staff to be used while at work.
Union:	<p>An agreement governing pay and terms and conditions of employment exists between the Kendal Brewery Arts Centre Trust Ltd and the Broadcasting, Entertainment, Communications and Theatre Union, and provides for the settlement of disputes between workers and management. One of its provisions is the agreement by management to recommend non-union members to join.</p>