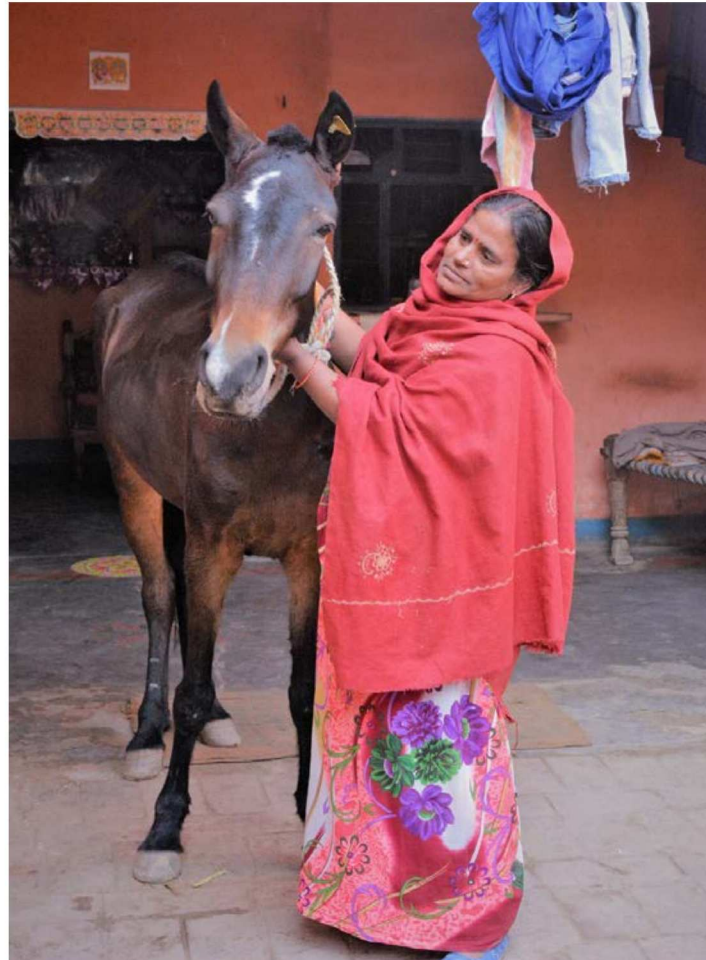


Job Description

CE02001 – HR Manager



Role Details

Reports to: Head of HR

Responsible for: HR Coordinator

Location: The Hallmark Building, Leadenhall Street, City of London

Hours: Part Time, 21 hours per week. Working days are Monday, Tuesday and Wednesday and are non-negotiable as this is a job share with one other HR Manager

Salary: £29,394 (FTE £48,991) per annum

Contract type: Fixed Term Contract – Maternity Cover contract for up to 12 months

Closing Date: 31st January 2020

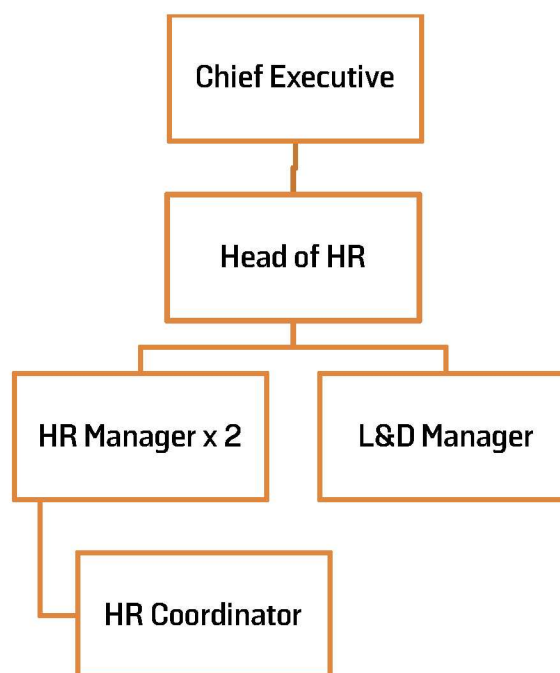
About Brooke

Brooke is an animal welfare charity that protects and improves the lives of the working horses, donkeys and mules that give people in the developing world the opportunity to work their way out of poverty. Around 600 million people rely on these animals to put food on their tables, send their children to school and build better futures for themselves and their families. Brooke works in more than 15 developing countries, with animal owners, communities, service providers, animal health systems, governments and international organisations to make long-lasting improvements to the lives of animals and their owners.

Our Values

We are proud to be Brooke. We are resourceful, share new ideas and help each other succeed. Together we make change happen.

Department Structure and Position of the role



Purpose of Role

To support Brooke UK teams through the provision of high level HR service to support the organisation's strategy and objectives.

This role business partners with the **Fundraising and Communication Directorate** and **Finance and Information Services Directorate**.

Key Responsibilities and Duties

The HR Manager is responsible for:

- The overall management of UK recruitment with support from the HR Coordinator
- Providing high quality advice and guidance to Directors, managers and staff on HR matters including:-
 - o Employee relations, restructuring, change management, employee engagement, performance management and advice, employee development and training, disciplinary and grievances, dismissal, redundancy and managing absence
- Policy development, advice, implementation and guidance
- Employment legislation
- Health and Safety
- Supporting the Crisis Management Team as Family Liaison Officer
- HR best practice
- Contracts of employment
- Induction
- Probation
- Job evaluation and regrading
- Workforce planning and headcount tracking
- Benefits and pensions alongside Head of HR

Recruitment

- Manage the UK recruitment process up and including HOD roles.
- Manage continuous improvement of the e-recruitment system, ensuring candidates are getting the best impression from Brooke at all stages including those that are rejected at the outset.
- Responsible for the recruitment budget to track and reduce recruitment costs where possible.
- Actively work with managers on long term resourcing plans, talent management and succession plans.
- Oversee and monitor the recruitment KPI's
- JD & PS development alongside Directorate input, analysis and grading using the Croner Job evaluation system and advert design and development to promote strong employer brand. Build effective working relationships with recruitment agencies, negotiate competitive rates, ensure they capture and reflect Brooke's brand.
- Represent the HR team on interview panels for mid- level and senior level roles (HR Coordinator represents HR for other roles).

Employee Relations/Employment Law

- Provide up to date, accurate legal and best practice advice, guidance and coaching to Directors, Managers and staff on HR related matters.
- Conduct any necessary face to face exit interviews and support HR Coordinator to analyse information and trends and make recommendations to address issues arising from Exit Interview questionnaires.
- Be aware of all statutory employment law changes and ensure HR policies and procedures are kept up to date. Communicate any major changes to staff and managers as necessary and keep SLT up to date.
- Identify the legal risks to managers and SLT to ensure the correct practice/procedure is followed.

Contract Management

- To manage the preparation and issue of appropriate contractual documentation in relation to appointments and variations of employment including accurate and timely notification to Finance regarding pay and benefit changes.

Employment Policy Review

- Carry out an annual review following latest employment law changes, update policies, guidelines, employment contracts and forms with legislative updates in a timely manner to ensure they are compliant and fit for purpose.
- Research, write and implement people management policies in line with best practice and legislative guidelines.

Initiatives/Project work

- Initiate and/or contribute towards a range of HR initiatives and specific projects, as identified by the Head of HR including writing reports and liaising and consulting with the Senior Leadership team for effective implementation.

Specific projects to include but not limited to:-

- Gender Mainstreaming Project 2020
- 2020 Employee pulse survey
- IR35 Compliance
- New HR System
- Creation of HR E- Learning material
- Attracting and Managing Talent

Induction

- Carry out new manager inductions so that they can effectively manage their teams.

Probation

- Work closely with managers to ensure they conduct high quality and monthly probation meetings with clear and achievable objectives.

- Support and guide managers when probationers are going to be extended or terminated.

Management Information

- Responsible for overseeing and making sure that SAGE HR and Oleo e-recruitment system are kept up to date and records are accurate, stored correctly and destroyed when necessary in accordance with data protection regulations

Payroll and Employee Benefits provision

- Responsible for managing the payroll spreadsheet and checking the inputs of the HR Co-ordinator.

Learning and Development

- Provide advice, coaching and mentoring on an individual basis with line managers and staff to ensure HR policies and procedures are followed.
- Input and support the development of the global LMS and develop HR e-learning modules.

Health & Safety

- Ensure that staff are made aware of their personal responsibilities as appropriate in this area. To ensure appropriate training, resources and support are made available to staff and managers. Participate in the family liaison process in a crisis situation with appropriate training.

General

- Follow the Brooke's equal opportunities statement which aims to clarify the value we place on diversity and steps we take to promote equality of opportunity for all.
- Perform such additional tasks as may reasonably be requested from time to time by the Line Manager.
- Adhere at all times to Brooke's policies and procedures.

Person Specification

The skills, abilities, experience and knowledge outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which the decision on who to appoint will be made. Please ensure that you show how you meet the criteria outlined below in your application.

Knowledge and experience		Essential	Desirable
1	CIPD qualified and committed to CPD	x	
2	Excellent communicator; written and verbal including presentations, report writing and policy writing skills	x	
3	Excellent time management skills with ability to organise own workload, prioritise where necessary and able to work to multiple deadlines and respond flexibly to changing demands	x	
4	Strong influencing and negotiation skills with the ability to persuade others to follow organisation systems and procedures	x	
5	Experience of supporting and coaching managers through the performance management processes	x	
6	A thorough knowledge of current UK employment legislation, updating and implementing processes and procedures in line with best practice	x	
7	Ability to work independently and effectively as part of a team, willing and able to support team colleagues as appropriate	x	
8	Highly experienced in using HR systems and e- recruitment systems.	x	
9	Experience of delivering training/workshops to staff at all levels	x	
10	Strong IT, digital and numeracy skills. Highly competent in using the Microsoft office suite such as Word and Excel and social media for recruitment.	x	
11	Experience of job evaluation and pay and grading	x	

12	Experience of supporting staff engagement programmes i.e. employee surveys.		x
13	Experience of working within an International Charity and experience of International HR.		x
14	Experience of Staff Benefits co-ordination		x

Our Competency Framework

Brooke's competency framework translates Brooke vision, mission and values into easily identifiable behaviours that all staff are expected to demonstrate at all times.

Competency	What it means
Self-Management	Taking responsibility for own actions, behaviours and outcomes
Learning	Taking responsibility for own learning and fostering growth and development in others
Relationship Building	Creating and maintaining harmonious and constructive working relationships with others internally and/or externally
Planning and Organising	Ensuring that time and resources are utilised to best effect for the achievement of the Brooke's goals and our mission and that others are committed to agreed courses of action
Effective Decision Making	Making clear, informed and timely decisions that lead to effective outcomes in line with the Brooke's mission
Change and Improvement	Seeking out and developing new ideas and approaches, responding positively and constructively to change and fostering a culture of continuous improvement
Collaboration and Cooperation	Working respectfully, effectively and collaboratively with others in your team,

	across the organisation and externally to deliver effective outcomes
Communication & Influence	Communicating clearly, concisely and compellingly in a manner that is appropriate to the audience. Engaging respectfully with others both internally and/or externally to persuade them to adopt courses of action that are in the best interests of the organisation and the animals

Employee Benefits:

Brooke has a competitive benefits package. To find out more, please visit:

<https://www.thebrooke.org/about-brooke/jobs/employee-benefits>

If you wish to get in touch with us, please contact HR at recruit@thebrooke.org