

Post: HR Manager

Location: Bradford

Responsible to: CEO

Responsible for: Office Manager

**Purpose of the post**

As HR Manager, you will support the organisation to achieve short and long term goals by implementing and overseeing people processes which attract, develop and retain a capable team aligned to delivery. You will provide support and guidance to the management team to enhance employee experience and ensure consistent, equitable HR practice across the organisation. In addition, you will provide Line Management to the Office Manager and ensure operational compliance with key internal processes.

**Key duties**

* Provide support, advice and guidance to managers on a broad range of people

related issues

* Develop and review HR related policies and procedures ensuring compliance with

legislation and introducing effective practice to improve processes

* Oversee the day-to-day management of the recruitment processes including

candidate attraction, interview and selection and pre-employment checks

* Work with line managers to plan effective induction and probationary periods for all new team members
* Ensure effective case management of all absence, disciplinary, grievance and performance matters, in line with policy and procedures ensuring support at each stage
* Work with managers to develop performance management practices which empower the team to take accountability for their development and delivery
* Oversee the Company’s talent development and management plan to ensure team members are effectively supported to develop in existing and future roles and ensuring capabilities amongst the team are progressed to meet the long term goals of the organisation
* Collaborate with the Volunteer Manager to develop suitable practices for the volunteer team which provide appropriate guidance and support without creating an employee/employer relationship
* Line Manage the Office Manager, delegating HR administrative tasks and management of HR data
* Oversee office management (via the Office Manager) ensuring compliance for Health & Safety and a safe and welcoming environment for the team and clients
* Oversee our company business continuity plan
* Collaborate across the organisation to ensure compliance with key internal processes
* Ensure the team is aware of and works in accordance with Mind in Bradford policies and procedures
* Prepare and present accurate and clear reports as required
* Actively participate in internal and external meetings as required
* Ensure that professional boundaries are maintained at all times.
* Undertake the above duties in accordance with Mind in Bradford policies.
* Perform any other duties from time to time that may reasonably be required.
* Be familiar with the Mind in Bradford ‘Code of Conduct’ and to ensure that it is followed at all times both by staff, volunteers and clients.
* Participate in individual and group supervision and internal/ external staff development and training.
* To take responsibility, with colleagues, for ensuring that all Health and Safety requirements are met and other Company all policies complied with.
* Complete mandatory training related to the role.
* Work in alignment with the aims, objectives, and core values of Mind in Bradford.

It is Mind in Bradford’s policy to make reasonable adjustments to enable those with disabilities to undertake the above.

**Our organisation**

Mind in Bradford is a registered charity with a clear purpose to promote mental wellbeing and empower and help people experiencing mental health problems to manage and work towards recovery and fulfilment. We do this through:

* Building community and individual resilience for better mental wellbeing
* Providing early intervention advice and support
* Supporting people in crisis
* Empowering and helping people to recover and sustain improved wellbeing.

**Our values**

Our team is committed to five values which underpin everything we do:

**Partnership -** We work in collaboration with national Mind colleagues, commissioners, and fellow service providers to make the biggest positive difference to the largest amount of people possible.

**Inclusivity** - We reach out to and welcome the diverse communities we serve, providing a hopeful, helpful, caring and safe environment for all who need it.

**Empowerment** - We value and respect each individual, empowering, encouraging and helping those who use our services to regain greater control over their lives.

**Excellence -** We evidence and understand the outcomes and benefits we deliver, and continuously look to improve and innovate with input from those who use, commission and review our services.

**Responsibility** - Raising money responsibly, spending it wisely, and taking responsibility for maximizing the positive impact we make.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * CIPD level 5 or equivalent
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| **EXPERIENCE** | * Previous experience of working as standalone HR Generalist
 | * Experience of working within an SME or Third Sector organisation
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| **SKILLS** | * Able to create effective working policies and practices
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| **KNOWLEDGE** | * Sound knowledge of UK employment legislation and how to apply it within an organisational setting
* A robust understanding of current HR best practice through the employee lifecycle
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| **ATTITUDE AND PERSONAL ATTRIBUTES** | * A strong communicator with the ability to establish positive working relationships across all levels of an organisation
* The ability to think ‘big picture’ and translate long term goals into shorter term plans
* Diplomacy, discretion and the ability to manage sensitive information
* Energic, professional, open, calm and collaborate
* Empathetic, with the ability to understand differing perspectives and objectives
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