

Job Description

Job Role:	HR Manager
Reports To:	Member of the Executive Team
Direct Reports:	Team Administrator
Location:	Head Office
Work Pattern:	Flexible (to be agreed)
Contracted Hours:	21 hours per week
Salary:	£17,472.00 per annum (£16.00/hour)
Contract:	Permanent (6 months' probation)
Application Deadline:	Friday 23 rd March 2018 at 17:00

THE COMPANY

Quo Vadis Trust provides social housing, care and support for people in South East London living with mental health challenges. We have approximately 150 clients living with us, residing across 20 different properties, whether it be in bedsits/studios, one bed flats, and shared houses. We also have a registered care home in Sidcup.

POSITION DESCRIPTION

Job Summary:

Quo Vadis Trust is looking for a part-time HR Manager to cover all aspects of operational people management and some office management duties.

This role would suit a current HR advisor looking for their next step, or someone already working at manager level. The role is a part-time position, working as a HR Manager for a small charity providing social housing, care and support for people in South East London living with mental health challenges. We believe this role would ideally suit somebody that can work three days a week, although we are willing to offer a bit more flexibility for the right person. We are based in Catford, close to a number of public transport routes.

Key Duties & Responsibilities:

Purpose of Role

To maximise the productivity of our organisation by optimising the effectiveness of our employees. We expect you to use your considerable HR knowledge, organisational skills and enthusiasm to provide important support to our employees.

Main Duties

- Act as a trusted advisor to the CEO and Management team
- Provide a supportive and effective HR service to all staff
- Input/maintain accurate information onto our employee database (Cascade) and our CRM system (In-Form)
- Help produce management information for quarterly committee and Board meetings

- Manage the talent acquisition process, including placing job adverts, reviewing CVs, organizing interviews, providing feedback to candidates, issuing offer letters and contracts of employment, tracking probation periods and preparation of relevant correspondence
- Lead the training and development program for QVT staff
- Manage the leaver administration process, conducting exit interviews and updating relevant regulatory organisations as required
- Oversee pension scheme; liaise with Government pension regulators
- Where requested, organise and minute performance meetings (1:1, disciplinary and annual reviews)
- Work either autonomously or with managers to successfully resolve employee issues
- Oversee monthly payroll process (carried out by Team Administrator)
- Support managers and team administrator to track annual leave requests/approvals and sick leave
- Work with finance team to ensure they have up-to-date employee details
- Maintain and update HR policies and procedures and Employee Handbook according to all relevant employment legislation
- Monitor performance statistics and assist management in the audit and compliance of some aspects of the business for monthly and quarterly reporting and preparation of quarterly reports
- Line management of Team Administrator
- Necessary administrative tasks (electronic and paper filing, producing letters, etc.)
- Carry out any other reasonable duties as required in order to deliver a great service to employees, clients and external stakeholders

PERSON PROFILE

Education Requirements:

Essential Criteria

Educated to degree level with either a professional qualification in HR Management (e.g. membership of Chartered Institute of Personnel and Development) or equivalent relevant work experience

Computer literate with ability to undertake administrative tasks and create resources electronically

Desirable Criteria

Person Specification:

Essential Criteria

Empathy with QVT's values and mission statement

Excellent interpersonal skills, e.g. tact, sensitivity, ability to listen, ability to be assertive at times

Commitment to producing work of high standards with excellent attention to detail and working in a methodical and organised way

Able to perform basic and accurate figure work

Good attendance and punctuality

Ability and confidence to communicate effectively both verbally and in writing

Ability to deal with employee queries quickly and accurately

Ability to work to deadlines and targets and prioritise tasks under pressure

Pro-active, ability to work under own initiative without direction
Reliable and trustworthy

Desirable Criteria

Driving licence and use of car (you may be required to travel between sites)

<p>Understand the need for confidentiality in dealing with sensitive issues</p> <p>Has energy and initiative and will bring new ideas</p> <p>Ability to work effectively and supportively as part of a team</p> <p>Confidence to make decisions, approach problems creatively and find practical solutions</p>	
<p>General Skills & Experience:</p>	
<p><u>Essential Criteria</u></p> <p>Understands principles of delivering an HR best practice service</p> <p>Thorough understanding of employment law and its practical application in the workplace</p> <p>Knowledge of HR policies, procedures and best practice</p> <p>Coaching, influencing and negotiating skills</p>	<p><u>Desirable Criteria</u></p> <p>Knowledge of supported housing sector and mental health issues</p>
<p>Technical/Specialist Experience & Qualifications:</p>	
<p><u>Essential Criteria</u></p> <p>Experience in managing a significant range of HR management functions, including experience in managing less complex individual grievances and disciplinary matters</p> <p>Significant experience of delivering an HR service with a degree of autonomy</p> <p>A willingness to undergo further training and personal development to fulfil the changing requirements of the job</p>	<p><u>Desirable Criteria</u></p>

GENERAL

This job description is not designed to be a complete and exhaustive list of all required duties/tasks. All employees are expected to carry out any reasonable request from management in order to support business needs. Job descriptions are subject to change from time to time.