Job description

# HR Manager (0.6 FTE)

|  |  |
| --- | --- |
| **Overview** | AlphaPlus is an education service business specialising in standards, assessment and certification. We help our clients design, develop, deploy and evaluate qualifications and their underpinning assessments. Our work spans the public and private sectors, schools, colleges, vocational and professional learning and includes work across the UK’s four nations, and international projects.  The HR Manager is a newly-created role to support the company in delivering its people-related strategy consistently, fairly and to a high standard, through ensuring adherence to policies and processes and employment law and working across the company on HR related matters. They will report to the director responsible for HR and provide a comprehensive HR service to the company.  The role is part-time with flexibility around days worked, and is Manchester-based. |
| **Key purpose of the job** | * To support the director responsible for HR by ensuring the smooth running of the company’s HR service and compliance with all company HR obligations in line with AlphaPlus policies, procedures, systems and legal requirements * To work in a customer-focused manner to offer comprehensive, supportive and pragmatic HR advice and guidance to individuals, line-managers, managers and directors * To assist the company in fostering an environment of inclusiveness and employee engagement |
| **Typical responsibilities** | * Setting up and maintaining the company’s central HR records * Acting as the first contact and advice point for individuals and managers wishing to raise a concern or other HR-related matter and providing as far as is reasonable an open-door way of working in doing so * Ensuring the maintenance of annual leave, sickness and other absence records * Reviewing absence data and raising/addressing concerns/taking action as appropriate * Ensuring the currency of the employee handbook and HR-related documents such as contracts and policies * Disseminating to staff as required all HR related documentation and updates, and maintaining them on AlphaPlus’ systems * Acting as a contact person for the company’s external employment law service * Liaising with the legal and finance team in all related matters * Ensuring proactive engagement with company policy on equality, diversity and inclusiveness in the workplace * Ensuring all monitoring activities committed to in AlphaPlus HR related policies are adhered to, contributing to the procedures as required * Alerting the director responsible for HR immediately of any HR matter which gives rise to concern * Managing grievance, disciplinary and capability meetings in line with the AlphaPlus policy and procedure. * Supporting the recruitment, selection and onboarding process * Managing the employee exit process and conducting exit interviews * Managing and maintaining the employee engagement annual process * Managing and supporting the company’s appraisal system, ensuring an equitable and timely delivery and the completion of records * Supporting the company as required in delivering its commitment to the development and progression of its staff * Managing and maintaining training records and agreements * Contributing to project bids in relation to HR-related information |
| **Typical Outputs** | * Reports to the line-manager, directors and finance team as directed * Regular updates to the line-manager |
| **Key relationships** | |
| **Internal** | * Line management – director responsible for HR * All teams – communications flow * All employees |
| **External** | * External HR services provider * External professional peers |
| **Resources for which the job holder is accountable** | |
| **People** |  |
| **Assets** |  |
| **Budgets** |  |
| **Person specification** | |
| **Personal attributes** | **Essential:**   * Commitment to diversity and inclusiveness * Excellent communication skills including the ability to listen and summarise key points * High level of attention to detail and accuracy * Excellent interpersonal skills, enjoying social interaction * Integrity, underpinned by sound judgement, maintaining absolute confidentiality where appropriate * Proven ability to collect and analyse information, solve problems and make decisions * Ability to work well in a high-pressure environment * Ability to work with a diverse and geographically distributed set of employees * A high standard of presentation and communication skills to operate effectively with staff * Good organisation / personal work management * Initiative and a proactive approach to work * Commitment to learning and investment in own professional development * Able to work to challenging deadlines * Able to manage conflict and difficult conversations, remaining calm in stressful situations * Competent ICT user, adapting easily to different systems   **Desirable:**   * Particular interest in the education sector and recognition of the value of investment in education |
| **Qualifications and professional/ technical competencies** | **Essential**:   * CIPD qualified at level 3 or above, or willing to aim to achieve this within 12 months of appointment * At least a basic knowledge of employment law and its application in the workplace. * GCSEs or equivalent in maths and English * Good set of A levels or equivalent * Good honours degree or equivalent * Reasonable fluency with MS Office applications * Aptitude for adapting to new software and digital services * Good standard of numeracy and literacy   **Desirable:**   * + Degree or similar in an HR/people development subject |
| **Relevant experience** | **Essential**:   * + Demonstrable track record of HR management   **Desirable:**   * + - Experience in one or more of the following sectors/fields:     - Education     - Training     - Assessment     - Quality Assurance Framework     - ICT |