

ROLE BRIEF

Department:	HR
Job Title:	HR Manager
Responsible To:	Associate Director of HR and Talen
Location:	All Horder Sites
Key Duties:	To lead, manage and develop the HR service across Horder Healthcare and to provide a professional, high quality, cost-effective HR service to the respective stakeholders and other customers. The role will be focused on developing a single HR service strategy that benefits all stakeholders and colleagues.
Key Accountabilities:	<ul style="list-style-type: none"> • Manage the operations of the HR department, ensuring the service aids achieving the department/Company goals and objectives. • To participate in strategic planning as part of the senior management team to drive alignment between HR strategy and business goals whilst promoting behavioural change and raising awareness of the people agenda. • To Manage the Payroll function ensuring the timely and accurate processing of payroll on a monthly basis in line with current legislative requirements • Support Heads of department to ensure that the right people with the right skills are brought into the business in alignment with the future structure and direction of the business • Review and manage Reward and Benefits on annual salary and benefit reviews as well as headcount planning • Develop and implement HR policies and procedures ensuring compliance with up to date employment legislation • Develop and implement strategic initiatives for recruiting and retaining diverse talent in a multi-site organisation. • Review HRMI and recruitment data to ensure service delivery and identify areas for improvement. • Actively participate in all staffing related activities and engage in cross functional projects. • Partner with Heads of Department to forecast and develop plans for key staffing initiatives • Lead and develop the HR teams based at all Horder Healthcare locations, ensuring the delivery of the team's strategic objectives, driving continuous improvement, best practice and career development plans. • Be responsible for ensuring high quality, proactive advice and guidance to Partners, Business Services Directors and Managers on disciplinary, grievance, counselling, health and wellbeing, absence, flexible working requests and other employee relations issues which supports the effective management and development of people lead resourcing, employee relations and employee engagement initiatives.

	<ul style="list-style-type: none"> • Provide leadership in strengthening internal communications with colleagues at all levels throughout the organisation, create and promote a positive work environment.
Key Knowledge, Skills and Experience:	<p>Must Haves</p> <ul style="list-style-type: none"> • A minimum of 5 years HR experience working at a senior level • Level 5 CIPD qualified (or equivalent experience) • People management experience • Strong stakeholder management skills • Strong employment law knowledge and experience of managing complex ER issues • Solutions Orientated • A commercial thinker; understands business goals and objectives and seeks to develop initiatives to support these • Be a great role model with confident leadership skills that inspire others • Excellent IT skills, including intermediate to advanced Excel, previous experience of HR systems and HRMI reporting • Ability to use own initiative and make decisions. • Able to work in confidence and with discretion
Health and Safety:	<p>The Health Act 2008 Code of Practice for Prevention and Control of Healthcare Associated Infections:</p> <p>You'll carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You'll comply with national standards, policies, guidelines and procedures. If you need a few tips, speak with our Infection Control Specialist.</p> <p>For clinical colleagues with direct patient contact, this will include (but is not limited to):</p> <ul style="list-style-type: none"> • compliance with clinical procedures and protocols, including uniform and dress code • the use of personal protective equipment • safe procedures for using aseptic techniques • safe disposal of sharps. <p>Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Datix system.</p>
Equal Opportunities	<p>Horder HealthCare's Equal Opportunities Policy tells you all about our commitment to ensuring that no patient, colleague or prospective colleague is discriminated against, whether directly or indirectly on the grounds of : gender, sexual orientation, age, marital status, responsibility for dependants, disability, religion, creed, colour, race, nationality, ethnic or national origin, trade union activity, social background, health status, or is disadvantaged by conditions or requirements which cannot be shown as justifiable.</p>

Confidentiality	You'll make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.
Safeguarding	You'll be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.
People Managers	You have a responsibility to manage your team, ensuring safe staffing levels at all times. You should ensure all new team members are effectively inducted onto your department; making sure that mandatory training is complete and kept up to date. You should effectively manage your team members monitoring performance and absence, using the HR policies and procedures.
Review	<p>Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.</p> <p>Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.</p>
Role Brief Agreement	<p>I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.</p> <p>Colleague name:</p> <p>Colleague signature:</p> <p>Date:</p>