**Senior HR Manager Job description**

**Job brief**

Provides advice and counsel to managers, supervisors, and employees as to Human Resources policies and procedures and employee benefits. Manage the recruitment program from strategic planning to implementation. Oversee workers compensation, 401k and benefit program.

**Responsibilities**

In conjunction with the Director of Human Resources ensure the alignment of the HR service

• Finalise the development and implementation of the HR Strategic Plan to support in achieving its objectives

• Together with the HR Management Team lead the development, implementation and

maintenance of best practice HR Polices, specifically in the area of Recruitment and Selection with a particular focus on developing strategies to recruit and retain academic leaders in priority areas of research and scholarship in line

• Responsibility for the development and implementation of the HR Engagement /Communications pillar of the HR Strategic Plan

• Assume lead role within the HR Department for Equality. Working closely with the Director

of Human Resources and the Director of Equality in the development and introduction and working with the wider HR team on the integration of the equality agenda into HR

• Responsibility for the management, co-ordination and implementation of the HR Excellence in Research Award

• Responsibility for other HR initiatives including the development, expansion and implementation of an enhanced performance management and development scheme

• Building effective relationships across the University to enhance the department’s reputation and to effectively deliver on the objectives of the role

• Manage and implement projects related to his/her areas of skills and expertise

• Provide overall leadership to an effective HR Operations ‘end to end’ service culture

• Together with the Operations Manager play a lead role in the development of a seamless HR operations function, driving process reengineering initiatives and operations performance

• To develop and implement Key Performance Indicators based on best international benchmarks for HR operations in exemplary universities

• Act as Business Partner to a school/unit within the University

• Deputizing for the Director of Human Resources as appropriate both internally and externally

**Requirements**

* At least 3 years’ experience in generalist HR team with exposure to all the main HR processes
* Understanding of the HR needs of a small/medium charity and the ability to set up efficient
* HR systems and processes.
* Ability to deliver a responsive customer-centred service, with the ability to negotiate service levels and turnaround times for tasks.
* Excellent listening skills with the ability to empathise with others. Effective interpersonal, communications and presentation skills. Ability to articulate good HR practice in a jargonfree, accessible way.
* Excellent written skills with the ability to draft formal communications which have legal / contractual implications as well as informal internal communications which reflects the culture and values of the charity.
* Practical knowledge of pay and grading administration issues with ability to use job evaluation and pay benchmarking.
* Ability to draft detailed policy documents, update staff handbook and create a range of relevant and easy to use templates and forms.
* A good understanding of the operational planning process and ability to spot key HR implications and needs.