

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	HR Manager
<b>DURATION:</b>	Part-time 0.7FTE (25.375hrs pw), Permanent
<b>COMPANY:</b>	Crescent Purchasing Ltd
<b>RESPONSIBLE TO:</b>	Managing Director
<b>RESPONSIBLE FOR:</b>	HR Advisor
<b>LOCATION:</b>	Initially - Technology House, Lissadel Street, Salford, M6 6AP Potential relocation to other premises in the surrounding area within 12 months.

### STATEMENT OF JOB PURPOSE

Working as an HR Manager leading a small team, responsible for the effective delivery of all strategic and operational HR aims in line with the business strategy. Identifying and delivering appropriate HR strategies which support the business plan and long-term strategic vision.

### MAIN DUTIES AND RESPONSIBILITIES

#### Key Human Resources Duties and Responsibilities

1. Develop, lead and implement an HR strategy that is aligned with the wider business strategy and values of the CPC
2. Accountable for forecasting, monitoring and producing quarterly and yearly staffing budgets including managing annual staffing budget setting activities and producing proposals / business cases for Board approval
3. Drive and oversee all employee relations initiatives to improve individual and collective performance and engagement
4. Lead all strategic workforce planning activities, including implementation of ongoing succession planning, and provide guidance and support to all line managers as necessary
5. Provide HR advice and support to senior managers on the interpretation and application of all HR policies, procedures, employment legislation and good practice on the full range of HR areas including (but not limited to):
  - a. Employee relations
  - b. Performance Excellence
  - c. Recruitment
  - d. Learning and Development
  - e. Reward and Talent Management

- f. Terms and conditions of employment
  - g. Absence management
6. Maintain and analyse management information and statistical data to support on-going management of HR issues such as absence and performance
  7. Maintain up to date knowledge of best practice and UK employment law in all areas that affect CPC as an employer
  8. Lead, advise and guide the SMT on all contractual and remuneration matters including recruitment, pay and rewards, terms and conditions of service
  9. Responsible for monitoring and authorising monthly payroll invoices from the payroll provider and for preparing monthly payroll documentation for authorisation by the Managing Director
  10. Design and embed strategic and statutory HR policies and procedures which are compliant with current UK employment law and all other relevant legislation and best practice
  11. Drive and lead the people strategies that relate to any organisational change, ensuring appropriate consultation and change management processes which support the business objectives  
Drive and oversee all recruitment and induction processes
  12. Accountable for managing and authorising all activities costed under the Training & Development budget, including liaising with other managers to ensure all employees receive continuous, necessary and adequate training to fulfil their roles
  13. Maintain all employee data and records in appropriate HR systems
  14. Responsible for the day-to-day implementation of the Health & Safety Policy on behalf of the business and for all associated documentation
  15. Deliver all of the above services in relation to any business owned or operated by Crescent Purchasing Ltd.

#### **Senior Management Team Duties and Responsibilities**

1. Undertake the temporary overall management of the company in tandem with the Compliance Manager and Contracting Manager in the absence of the Managing Director making all necessary and required decisions
2. As part of the SMT, help shape CPC business strategy and ensure adherence to and performance against CPC vision, aims and company targets.
3. Facilitate and provide guidance to the SMT in undertaking strategic workforce planning as required for all aspects of the company including implementation of ongoing succession planning
4. Responsible for developing and writing all papers submitted to quarterly Board meetings that relate to the HR / Web / Marketing area
5. Work with the other members of the Senior Management Team to ensure the continuous improvement of the CPC.
6. As part of the SMT take a full role in company strategic planning alongside the Managing Director.
7. As part of the SMT ensure that the risk management process of the CPC is kept under constant review and acted upon accordingly

8. Undertake all necessary trips to any part of the UK as business requirements dictate at any time.
9. As part of the SMT be responsible for ensuring adherence with all health and safety policies and procedures
10. Undertake other duties as prescribed by the Managing Director of CPC and commensurate with the post

<b>PERSON SPECIFICATION</b>
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**HR / Leadership Requirements**

1. CIPD Level 7 qualified and a member of Chartered Institute of Personnel & Development
2. Significant experience of working within a strategic HR and leadership role at a senior level with full accountability across a variety of HR areas
3. Experience of designing and implementing strategic HR management initiatives
4. Excellent up to date knowledge of employment legislation and HR best practice
5. Experience of budget management
6. Ability to analyse and present HR data and organisational information in a business context
7. Ability to work at both a strategic and operational HR level
8. Excellent interpersonal skills and an ability to maintain confidentiality and deal with sensitive issues
9. Must have experience of managing and leading teams
10. Must have experience of inputting to long-term strategic planning and experience of developing and writing strategic reports / business cases suitable for dissemination at Board level
11. Experience and a proven track record of leading successful change initiatives

**Personal Requirements**

1. Excellent organisational skills: able to plan and prioritise across a multidiscipline environment whilst maintaining a high level of output
2. Strong influencing skills and capable of presenting people management issues to a non-HR audience placing them in an appropriate business context
3. Must be willing to undertake further training or educational courses/ Continuous Professional Development as is deemed applicable and appropriate to the support and development of the CPC.
4. Must be able to communicate effectively at all levels of an organisation both verbally and in writing
5. A full UK driving licence is highly desirable as is the facility to use own car as occasions demand

**Crescent Purchasing Ltd is committed to Equality & Diversity.**

*This job description will be reviewed annually as part of a process of performance review.*