



JOB DESCRIPTION

Job Title:	HR Manager
Responsible to:	Director of Operations (DoO)
Salary:	£29,500 per annum pro rata (actual £17,700)
Hours:	21 hours per week
Location:	2 Princes Street, Truro
Contract:	Permanent (subject to probationary period)

CRCC's Mission

'To enable Cornwall's communities to be vibrant, sustainable and inclusive'

Job Purpose

Provide a professional HR service to CRCC, managing policy and procedure and people management processes. Ensure the function operates efficiently, promoting best practice and consistency throughout CRCC and in line with current employment legislation. Retain and reflect existing organisation values, culture and objectives. Manage and compliment functions of the HR coordinator role and liaise with CRCC's external employment adviser, as required.

Main duties and responsibilities

- Keeping up to date with current employment legislation and promoting equal opportunities within the organisation
- Ensure HR policies and procedures are regularly reviewed and updated including the organisation's business, employment and training dept policies, as directed by the DOO
- Provide HR guidance and administration of processes such as disciplinary, grievance, redundancy consultation and TUPE. Liaise with managers and HR adviser to assist with process through to completion as appropriate
- Oversee organisation Health and Safety and GDPR compliance working with CEO/DOO
- Line management responsibility for HR Coordinator
- Assist on occasion, with the day to day HR workload

CRCC ROLE PROFILE

- Assist CRCC through required accreditations and review processes, with the support of the management team, as directed by the CEO/DoO

This job description outlines your main tasks and responsibilities but you may be asked to undertake further duties when necessary

SIGNED:

DATE:

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> - CIPD qualified or equivalent - A good standard of basic education, including English Language 	Degree qualified
Experience and Knowledge	<ul style="list-style-type: none"> - A minimum of 5 years HR experience with at least 2 years in a management role - A knowledge of HR disciplines - A solid practical knowledge of current employment legislation - Previous experience of policy development - Experience of GDPR legislation and practical implementation - Experience of Health and Safety legislation - A good working knowledge of Microsoft applications 	<p>Previous management of HR function in a diverse organisation</p> <p>Knowledge and understanding of HR budgets</p> <p>Knowledge and understanding of payroll</p>
Skills	<ul style="list-style-type: none"> - Effective verbal and written communication skills - Ability to build good relationships with staff and clients at all levels - Ability to work to deadlines and to see a task through to completion - Excellent organisational skills - Excellent time management skills and ability to prioritise tasks - Ability to multi-task and to work under pressure 	Good presentational skills
Personal	<ul style="list-style-type: none"> - A commitment to equal opportunities, diversity and inclusion - An ability to work independently using own initiative - Respect for confidentiality - Flexible/adaptable - Ability to work from differing work locations as and when required - Calm under pressure - A commitment to own personal professional development - Willing to be flexible with workload and hours as required 	Should hold a current valid UK driving licence