

HR Manager

Job Description and Person Specification

We are looking for an experienced, organised and innovative HR Manager to support our growing staff team who drive us forward as the third political party of England and Wales (currently c.75 staff team members).

In recent years we have completed a full HR policy review; implemented a specialised Applicant Tracking System (Applied); and have procured a new HR Information System (Bob). What we need now is for the right person to use these systems and their own innovation to support staff and the development of a workplace culture in line with Green values.

You will manage the day-to-day HR needs of the Party - supported by the part-time HR Officer – and support the COO and the CEO in aspects of organisational development.

The HR Manager role is varied and rewarding with high levels of autonomy and responsibility in a unique, challenging and exciting environment.

Salary:	£35,061– £41,080 per annum
Hours:	35 hours per week
Location:	Flexible: initially home based with expected travel each week to London office from 2022
Contract type:	Permanent
Line manager:	Chief Operating Officer (COO)

Application process: Applications to be submitted through the Green Party's Applied application system by 11:59pm on **8th December 2021**. Interviews will be held on 17th December 2021.

The application link for this role is <https://app.beapplied.com/apply/q9dguynz3x>

Please note that the Applied recruitment system is configured to ask a series of questions that will support shortlisting for this role. Each question is based on one or more of the attributes listed in the person specification below and your answers will be scored based on how you demonstrate the attribute(s) that are relevant to the specific question being asked.

Main Duties and Responsibilities

- 1. Successfully embed the Party's HR policies:** Ensure the implementation of the Party's HR policies and develop an Employee Handbook, continuing a strong working relationship with Trade Union colleagues.
- 2. Organisational development:** Work with the COO and CEO to ensure that the Party becomes an increasingly great place to work, where great work is done.
- 3. Training and development plan:** Create and manage the Party's Training and Development plan, including coordinating training needs analysis.
- 4. Recruitment & selection:** Support the HR Officer with the coordinating the recruitment and selection process, using the Applied ATS to ensure the Party attracts and retains the best possible talent, focussing in particular on under-represented groups in the staff team.
- 5. Contracts:** Alongside the HR Officer, produce employment contracts and HR documentation for all new starters, working with the COO and CEO to put documentation and practises in place to support a hybrid approach to working. Support managers with fair and equitable contractor agreements in line with Party aims.
- 6. Onboarding:** Provide new employees with a formal onboarding programme which includes the Employee Handbook, the organisation structure, key HR policies, the political and organisational strategy, while supporting line managers to ensure smooth starts on the job.
- 7. HR information systems and personnel files:** Continue development of our HR systems, maintaining all personnel files and documenting changes.
- 8. Employee relations:** Provide assistance to employees and answer any questions regarding party HR policies, procedures, issues or concerns. Participate and provide policy advice during employee disciplinary or grievance processes. Support the development of a staff Connect Group to improve employee well-being and morale.
- 9. Legislation compliance:** Maintain and ensure the organisation is compliant with UK employment and data protection law in HR. Update HR policies, procedures, HR section of the risk register and ensure up to date best practice. Advise CEO, COO and Green Party Executive (GPEx) on HR issues.
- 10. Mandatory Training (including ED&I):** With support from the HR Officer, coordinate training for all staff and carry out compliance reporting
- 11. Accreditation programmes:** Lead, manage, develop and sustain external diversity accreditation programmes.
- 12. Absence and leave requests:** Support Line Managers and the HR Officer to maintain accurate records of attendance and leave using online staff leave management system.
- 13. Staff Communication/Events:** Chair a weekly all-staff stand-up meeting and oversee the scheduling of an engaging weekly staff meeting – with guest speaker/workshop style activity. Send weekly HR update email and support on the organisation of staff events (i.e. team away day, summer party, Christmas party)
- 14. Payroll:** In collaboration with the Finance team, develop the payroll process to reduce errors (for example with recharges to local and regional Parties) and increase the ease of processing. Process complex monthly pay changes and update payroll information for Finance to process.
- 15. Budget:** Contribute to the annual budgeting process and manage the HR & Training budget, with support from the COO and Head of Finance, across the year.
- 16. Benefits administration:** Administer the Employee Assistance Programme scheme for all staff, administer cycle scheme, staff travel loans and any other future staff benefits.

- 17. General Election Planning:** In consultation with the COO and Head of Field Team & Elections, prepare and update an HR plan to ensure the department is prepared to meet the needs of the Party during the period of a General Election.
- 18. Line Management of HR Officer:** provide line management support to the HR Officer in line with HR policy.
- 19. Admin and Finance Committee (AFCom):** Prepare the monthly HR AFCom report and section of the balance scorecard - attending the AFCom meeting to present the HR paper and discuss matters arising with the Committee – responding to questions and taking actions as required.
- 20. Other ad-hoc HR support:** as and when required

Person Specification

	ATTRIBUTE	Essential/ Desirable	Where assessed
Experience	1. Suitable experience in an HR function role (covering areas of HR including recruitment, induction, employee relations – working in line with the Equality Act)	Essential	Interview & Application
	2. Highly organised and able to manage frequently competing priorities	Essential	Interview & Application
	3. Ability to build and manage relationships at all levels, including supporting senior executives and volunteers appropriately	Essential	Interview & Application
	4. Practised at handling sensitive and confidential materials with absolute discretion	Essential	Interview
Skills / Abilities	5. Excellent verbal and written communication skills, with an ability to judge tone for different audiences	Essential	Interview & Application
	6. Strong analytical skills and attention to detail	Essential	Interview & Application
	7. Ability to work collaboratively in a way that empowers and motivates others (including providing coaching to line managers)	Essential	Interview
	8. Ability to anticipate and judge issues before taking appropriate steps to address them	Essential	Interview
Knowledge	9. Knowledge of employment legislation in UK	Essential	Interview & Application
	10. CIPD qualification or working towards	Essential	Application
Personal attitudes	11. In sympathy with the aims and policies of the Green Party and committed to the development and implementation of a Green and sustainable society.	Essential	Interview
Essential Criteria for all Party roles	<ul style="list-style-type: none"> • Eligible to work in the UK • Able and willing to work unsocial hours and outside of normal office hours as required by the post. • Full commitment to the principle of Equal Opportunities for all in line with the Party's policies. 		

General points applicable to all Green Party jobs:

1. The Green Party strives to be an Equal Opportunities employer and requires its employees to carry out their work in accordance with its policies on equality of opportunity in relation to employees and volunteers, in promotion of the party's policies and access to the Party's services.
2. Green Party staff are required to abide by any policies in place to ensure, for example, health and safety at work, data protection, etc.
3. The Green Party has a democratic structure with annual elections. Employees need to be aware that the organisational priorities which determine their work priorities are decisions of the Executive and may be subject to change as an Executive changes.
4. Green Party staff may be required to attend Green Party Executive and other meetings and conferences, so long as at least two weeks' notice is given and this does not conflict with leave already agreed. These meetings may take place out of office hours, in which case time off in lieu will be awarded.
5. Green Party staff are assigned goals, work plans, guidelines and priorities by their line managers as part of the organisational strategy, but are expected to show initiative within this framework in managing their workload to meet the overall goals of the party in line with the organisational plan.
6. Green Party staff are required to request authorisation for any major overtime from their line manager before undertaking any such work and to use an online system to manage their leave and TOIL in conjunction with their line manager.
7. Green Party staff may, from time to time, be required to provide written or verbal reports to the Executive.
8. Green Party staff should be open to developmental needs which may arise and work with their line manager to address these needs through training or other routes.
9. Green Party staff are expected to identify and make recommendations to their manager on improving the systems within the office.
10. Green Party staff are expected to participate fully in the Party's teamwork ethos, attend staff meetings, share team duties and responsibilities and develop their work in co-operation with other colleagues.

11. Green Party staff are expected to promote and develop the role of volunteer staff within their area of responsibility in liaison with the HR & Office Manager and in accordance with the current policy on the management of volunteers.
12. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.
13. Broad headings may therefore have been used, in which case all the usual associated routines and duties are naturally included in the job description. Green Party staff are expected to undertake any other reasonable tasks as requested by the Executive via their Head of Department, CEO or relevant GPEX Co-ordinator.

This job description may be periodically reviewed in consultation with the post holder.