

HR Manager

Job Description and Person Specification

The Green Party is looking for an experienced, organised and innovative HR Manager to support a growing Party. This role is visible and respected within the Party and calls for an inspired individual to deliver an ethical HR service to the staff team whilst also managing a programme of improvements and changes, modernising our ways of working.

Over the last year, the HR function has led an HR policy review, the implementation of a specialised Application Tracking System and staff team activities to build togetherness and morale during the pandemic. As our HR Manager, you will help to develop the tools and approaches needed to foster and continuously improve a culture of innovation and respect while managing the day-to-day HR needs of the Party.

This role will be varied, rewarding and challenging with high levels of autonomy and responsibility in an exciting and agile environment. Please apply to join us if this opportunity is a match for you.

Salary: £35,061– £41,080 per annum

Hours: 35 hours per week

Location: Remote

Contract type: Permanent

Line manager: Chief Operating Officer (COO)

Application process: Applications to be submitted through the Green Party's Applied application system by **22nd January 2021**. Interviews will be held on 28th January 2021.

The application link for this role is <https://app.beapplied.com/apply/i0rucqmwfv>.

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 Party's new HR policies:** Ensure the successful roll out and implementation of the Party's new suite of HR policies and Employee Handbook while 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.
- 3. Training and development plan:** Create and manage the Party's Training and Development plan, including coordinating training needs analyses.
- 4. Recruitment & selection:** Coordinate the recruitment and selection process of National Party employees, 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:** Produce employment contracts and HR documentation for new starters for all National Party employees, including those who work remotely. 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, staff flow chart, key policies and the 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 complaints 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. Update HR policies and procedures and ensure up to date best practice. Advise CEO, COO and Green Party Executive (GPEx) on HR issues.
- 10. Equality & Diversity Inclusion (EDI):** Coordinate EDI training for all staff and carry out quarterly E&D monitoring reporting to CEO, COO and GPEx.
Lead, manage, develop and sustain external diversity accreditation programmes.
- 11. Absence and leave requests:** Maintain accurate record of attendance and leave using online staff leave management systems.
- 12. Payroll:** Monthly preparation and update of payroll information for finance to process.
- 13. Benefits administration:** Administer workplace pension scheme, administer the Employee Assistance Programme scheme for all staff, administer cycle scheme, staff travel loans and any other future staff benefits.
- 14. Any other HR duties:** Support staff and management in working towards making the Green Party a great place to work.
- 15. 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 etc)	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
	4. Practised at handling sensitive and confidential materials with absolute discretion	Essential	Interview & Application
	5. Professional experience of, and related training in, working with individuals with protected characteristics and of the Equality Act and its implementation.	Desirable	Application
	6. Understanding and experience of working in a democratic organisation	Desirable	Application
Skills / Abilities	7. Excellent verbal and written communication skills, with an ability to judge tone for different audiences	Essential	Interview & Application
	8. Strong analytical skills and attention to detail	Essential	Interview & Application
	9. Ability to work collaboratively in a way that empowers and motivates others	Essential	Interview
	10. Ability to anticipate and judge issues before taking appropriate steps to address them	Essential	Interview
	11. Ability to support awkward conversations in a way that empowers managers	Essential	Interview
Knowledge	12. Knowledge of employment legislation in UK	Essential	Interview & Application
	13. CIPD qualification or working towards	Essential	Application
	14. Understanding of the UK political environment and the Green Party organisation at local, regional and national level.	Desirable	Application
Personal attitudes	15. 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.