



JOB DESCRIPTION

JOB TITLE:	Human Resources Manager
PLACE OF WORK:	Town Council Office
SPINE POINT:	SCP (29 – 35) (£39,862 to £46,142 per annum pro rata)
PENSION:	Local Government Pension Scheme
HOURS OF WORK:	Part-time – 18.5 hours a week. Some attendance at evening committee and council meetings will be required
ALLOWANCES:	Casual car user allowance
REPORTS TO:	Town Clerk
MANAGEMENT RESPONSIBILITIES:	See attached organisation chart.

A Main Purpose of the Job

In support of the Senior Management Team - To provide strategic leadership and support for all Human Resource functions within Hailsham Town Council, providing up to date information and advice on employment law, ensuring compliance with regulations and fostering employee development whilst aligning HR Strategies with business objectives to enhance organisational effectiveness and employee well being.

The post-holder will add value to Hailsham Town Council and address the current HR needs of an expanding and diverse workforce.

To work as part of the Senior Management Team and contribute to the achievement of the Council's objectives. To work with the Town Clerk, Operations and Facilities Manager, Responsible Finance Officer and Corporate Services Manager to help develop and maintain all Council Human Resources services and ensure the Council delivers on its corporate objectives.

B Areas of Day-to-Day Responsibility

- Supporting the Senior Management Team.
- Oversee, review and draft the Council's HR functions, processes and policies; ensuring their efficiency, effectiveness and that they operate both in line with current legislation and for the benefit of the organisation and its employees. This includes all teams and functions within Hailsham Town Council; Corporate Services, Operations and Facilities, Hailsham Youth Service and Hailsham Post Office.
- Maintain awareness of the council's overall Human Resources budget.

- Supporting and reporting to the Council's Staffing Committee (or other committee appointed with equivalent responsibility), and also when required full Council and Finance and Governance Committee.
- Liaising and working closely with senior management, colleagues and elected members when required to fulfil these responsibilities.

C Summary of Responsibilities and Duties of the Job

Leadership Duties - In support of the Senior Management Team:

1. Act as the council's main source of expertise and advice on all matters related to Human Resources legislation and functions.
2. Develop and implement measures to ensure that the council complies with Human Resources laws and regulations.
3. Provide guidance and support to the staff carrying out human resource related duties and processes, including recruitment, performance management, sickness absence, training & development and disciplinary, grievances & capability processes.
4. To participate in the recruitment and selection of staff and to oversee processes for the management of staff behaviour and performance in line with Council policies when required.
5. To identify and organise appropriate training opportunities for staff.

Supporting the Senior Management Team

6. Support the Senior Management in all functions related to Human Resources.
7. As instructed attend Senior Management Team meetings, contribute to and support the meetings when required.
8. Support the Senior Management Team in ensuring the Council is delivering on its strategic objectives related to Human Resources Management.

Council's Human Resources function

9. Ensure an efficient system of Human Resources administration is carried out by the Council's Staff.
10. Support the Senior Management Team in drafting and reviewing Human Resource related policies and procedures, ensure they are all up to date and fit for purpose.
11. Support the Senior Management Team in the successful implementation of all Human Resources related policies and procedures. This includes attendance at meetings, hearings, appeal panels and similar when required.
12. Identify improvements, develop new initiatives and future changes in the delivery of Human Resources related functions within the council.
13. Ensure that all the Council's HR records (both digital and manual) are up to date, complete and stored in a secure location, with access limited to those authorised to do so.
14. Where members of the Senior management Team cannot (for whatever reason) conduct an investigation, grievance or disciplinary to cover their responsibilities.

15. To support the Senior Management Team in liaising with external HR expertise when required.
16. To receive and present highly complex, sensitive or contentious information related to HR matters such as redeployment issues, workforce development strategies, employee relations. To give evidence at disciplinary hearings.

Miscellaneous

17. To prepare reports to relevant Committee meetings monitoring HR Matters. To attend and support relevant Committee meetings to action and discuss reports.
18. To attend meetings, conferences, seminars, and training courses as required and authorised by the Council.
19. As a member of a professional body it will be incumbent upon the successful candidate to maintain their CPD, ensuring up to date knowledge for Hailsham Town Council's benefit.
20. In consultation with the Town Clerk, develop a Personal Development Plan.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

D Other information

External and Internal Contacts

Councillors, members of staff and partner agencies and organisations. Contracted legal and other advisers as required.

Face to face, telephone, written and electronic communication.

Working Environment

Mainly office based but some home working will be considered.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Hailsham Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

HUMAN RESOURCES MANAGER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	<p>CIPD Qualified Human Resources Manager, with a minimum Level 5 qualification in HR focus (as opposed to Learning and Development)</p> <p>Detailed knowledge of current employment legislation</p> <p>Commitment to further professional development</p> <p>Commitment to regular update training</p>	<p>Relevant Bachelor's Degree in Human Resources, Business Administration, Public Administration or a related field.</p> <p>Certificate in Local Council Administration (CILCA) and ILCA</p>
Management	<p>Proven Human Resources Management experience</p> <p>Ability to lead, inspire, encourage collaboration and making assertive decisions</p> <p>Ability to provide guidance and advice to enable, motivate and develop staff, demonstrating empathy and understanding of colleagues' feelings and motivations</p> <p>An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p>	<p>Human Resources Management experience in local government or an equivalent organisation.</p>
Communication Skills	<p>Strong communication and interpersonal skills for effectively managing employee relations and fostering a collaborative work environment.</p> <p>Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies.</p> <p>The proven ability to mediate and resolve conflicts fairly and effectively.</p>	
Knowledge and Experience	<p>In depth experience in Human Resources advice or management, including at post level 5 qualification</p>	<p>Previous experience of working in in local government or other public sector organisation, including</p>

	<p>Experience of working in an office environment with conflicting demands</p> <p>Experience of drafting and implementing policies and providing advice to a broad range of colleagues including senior managers</p> <p>Understands different perspectives & approaches across the business of the council, and the theories that underpin them, in order to create ways forward for the delivery of HTC's strategic plan and to align HR goals with business objectives.</p> <p>Is able to demonstrate being up to date with employment law best practice and workplace policies to help protect employees from harm and friction. Has knowledge and experience and is therefore able to assess and recommend courses of action on complex HR issues.</p> <p>Experience of working in some distressing or emotional circumstances, dealing with welfare issues, long term sickness, redundancy, grievance and discipline.</p>	<p>knowledge of Human Resources Law and Regulations as related to the sector.</p> <p>Experience of budget setting and financial management.</p>
<p>Skills</p>	<p>Adept at resolving conflicts and addressing employee concerns in a constructive manner</p> <p>An ability to work under pressure with changing priorities and timescales.</p> <p>An ability to take the initiative and devise creative solutions.</p> <p>Is able to demonstrate a positive, flexible and enthusiastic approach, working alongside the Senior Management Team work programmes to ensure delivery of the service</p> <p>The ability to maintain high ethical standards and handling sensitive information with integrity</p> <p>Ability to analyse data for reporting and decision making, dealing with complex facts and situations requiring analysis, interpretation & the comparison of a range of options.</p>	

<p>Information Technology</p>	<p>IT literate with experience and practical ICT skills including in Microsoft Office packages (especially Excel and Word), social media and the internet</p> <p>Knowledge of data protection and best practice to keep sensitive information safe.</p>	
<p>Other</p>	<p>Prepared to work out of office hours in order to attend Council meetings, Council business.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	<p>Current driving licence and car owner.</p>