

Role Profile: HR Manager

Job Title: HR Manager

Reporting to: CEO

Person Specification

Experience

- 3 years' experience within an HR function, preferably in a senior HR role
- Experience of delivering operational and strategic HR priorities
- Excellent people skills, business acumen and exemplary work ethic
- Line management experience
- Be a team player with a flexible and supportive attitude
- Have the ability to work autonomously, be organised, methodical and proactive
- Experience of working in collaboratively in a complex regulated environment

Knowledge

- Fully conversant and up to date with employment law and HR best practice
- An understanding of the market and related external factors
- An understanding of the value of working in an equal opportunity framework, and a commitment to implementing equal opportunities

Qualifications

- Chartered Institute of Personnel and Development (CIPD) Level 5
- Degree (or equivalent)

Skills and Abilities

- Ability to work autonomously and flexibly
- Influencing, persuading, coaching and negotiating skills
- Co-operative and supportive team player
- The communication skills required include the ability to communicate complex, sensitive and contentious information
- An excellent communicator both internally and externally with good negotiation skills
- Be able to respond well to pressure, adhere to deadlines and work within a budget
- Think creatively and be proactive in change management processes
- Have excellent motivational skills
- Have a high standard of personal presentation
- An ability to speak at meetings, make representations including of written reports
- Must be able to keep confidentiality boundaries
- An ability to work on own initiative, plan and manage own workload and set and meet targets and deadlines
- An ability to liaise and negotiate sensitively, tactfully and diplomatically at all levels

Other

Hold a valid driving licence

Desirable

- Experience of working in a Therapeutic Community
- An understanding of the particular needs and risks of the residents