

POST TITLE	HR Manager
DIVISION/DEPARTMENT	Executive Team
REPORTS TO	Deputy Chief Executive
DATE	April 2013
BACKGROUND	
<p>Sands, the stillbirth and neonatal charity, is a well established and widely respected national charity that:</p> <ul style="list-style-type: none"> • Supports anyone affected by the death of a baby • Works in partnership with health professionals to ensure that bereaved parents and families receive the best possible care • Promotes and funds research that could help to reduce the loss of babies' lives <p>Over 30 years ago the devastating impact of the death of a baby on the mother and father was neither widely understood nor acknowledged. For many parents it felt as if their baby had not existed and did not matter. Sands was established in 1978 to change that perception.</p> <p>Since that time Sands has supported many thousands of families whose babies have died, offering emotional support, comfort and practical help. Working in partnership with health professionals and service providers, Sands has played a lead role in transforming the culture and practice of perinatal bereavement care in the UK.</p> <p>Whilst the way in which parents and families are cared for and supported has substantially changed, the tragic reality is that large numbers of families continue to be devastated by the death of a baby. In the UK, in spite of medical advances, 17 babies are stillborn or die within the first 28 days of life every day.</p> <p>Perinatal bereavement support and working in collaboration with health professionals remains at the core of everything that Sands does. But increasingly Sands is doing more to try to ensure that there are fewer bereaved parents to support.</p>	

OVERVIEW OF THE POST

Reporting to the Deputy Chief Executive to provide effective HR management to Sands, as a member of the Senior Management Team.

Deliver the HR vision and people strategy for the charity in line with its values and principles. Manage the HR function to provide full, professional, efficient and effective support to the charity. Responsible for the development of processes and metrics that support the achievement of the charity's business plans.

KEY RESPONSIBILITIES

People Strategy

- Write all HR policy & process
- Implement all policy & process
- Create an up to date Staff Handbook
- Ensure Sands is compliant with all UK employment legislation

Performance Management

- Ensure compliance with and provide support for the new performance management process
- Support managers with disciplinary & grievance issues

Learning & Development

- Create a learning and development programme for the whole organisation, each team and individual, based on a training needs analysis

Reward & Recognition

- Manage the payroll provider & the payroll process
- Review the salary structure & all reward schemes
- Help create a culture of recognition for achievement

Motivation & Retention

- Review & measures employee satisfaction
- Identify areas that require improvement
- Devise programmes to support the improvement

Career & Succession Planning

- Work with senior managers, coaching them and advising on all people issues
- Manage succession planning

Recruitment, Assessment, Selection and Induction.

- Provide advice & support to Senior Managers on recruitment, assessment and selection processes.
- Coordinate the appointment process for successful applicants.

Job Description

- Ensure all staff have a Contract of Employment on commencement of employment
- Support managers to create & manage a probation plan for each new employee
- Create & implement an induction process for all Sands staff

Health and Safety

- Support management of the Health & Safety policy.

Working with Volunteers

- Ensure an appropriate process is in place for the recruitment, management and support of volunteers working in Sands Head Office.

General

- Continuously strive to improve the HR support to the organisation, through expert advice and guidance to line managers.
- Write and present information briefings over a wide range of HR related topics.
- Support DCE on Board HR Sub-committee

PERSONAL QUALITIES, SKILLS, KNOWLEDGE AND EXPERIENCE

Skills, Knowledge and Experience

- CIPD qualified
- Educated to degree level or equivalent
- Up to date knowledge of basic employment law
- Sound knowledge of employment issues e.g. absence management, disciplinary & grievance etc.
- Experience in interpreting, advising and implementing policies and procedures.
- Experience of delivering successful HR support.
- Excellent and sensitive communication skills at all level.
- Tact and diplomacy with the ability to deal with difficult situations.
- High level of confidentiality.
- Ability to work on own initiative.
- Excellent organisational skills.
- Ability to write and present information.

Personal Commitment and Qualities

1. Be committed to the Aims/Objects of Sands
2. Be respectful and constructive about others' contributions
3. Act professionally, consistently and responsibly when undertaking duties and performing tasks
4. Maintain confidentiality on sensitive and confidential information

Job Description

5. Empathy with and high level of commitment to the ethos of Sands
6. Represent professionally the views and positions of Sands clearly and distinctly from any personal opinions
7. High level of commitment to and understanding of Equal Opportunities and the ability to counter discrimination.

TERMS AND CONDITIONS, LIMITS OF AUTHORITY

Salary:	£33,361 per annum Plus a London Weighting Allowance which is currently £3,300.
Hours:	9.30am to 5.30pm 35 hours per week Monday to Friday (with one hour for lunch which is unpaid) In addition, you will be required occasionally to travel to visit the home based staff around the United Kingdom. You will also be required to attend Sands Annual General Meeting, which is currently held on a Saturday at the beginning of October.
Pension:	Sands has a Company Pension Scheme which you will be eligible to join on completion of your probationary period.
Annual Leave:	Currently 28 days per annum, plus Bank Holidays.
Probationary period:	This full-time post is initially a 12 month fixed term contract with a three month probationary period, during which a review meeting will take place with the line manager.
Travel:	This role will involve some travel around the United Kingdom.

Because of the changing nature of our charity, job descriptions will evolve and are therefore subject to review periodically.

Full details, and terms and conditions of employment will be issued if an offer of employment is made.

HR Manager

Job Description



To apply :

Please email your CV together with a supporting statement indicating why you would like to be considered for this post, with evidence of the personal skills knowledge and experience required to: Elaine.thorp@uk-sands.org.