



JOB DESCRIPTION

Human Resources Manager

- Responsible to:** Chief Operating Officer
- Responsible for:** HR & Admin Officer, Payroll & HR Officer
- Location:** Central Office, Gateshead
- Hours:** Up to 37 hours per week, Monday to Friday, 9am to 5pm with some flexibility to meet the requirements of the post
- Salary:** Grade D: Starting salary is £32,126 per annum. The band goes up to £35,568 per annum, however, this is dependent on annual performance reviews.
- Benefits:** Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.
- Oasis Community Housing life assurance policy, open to all staff who earn in excess of £6000 per annum.
- 25 days holiday per year, plus statutory holidays, increasing to 30 days per annum in the April after 2 completed years' service

Job Purpose:

The HR Manager will lead the operational running of the HR and admin functions in Oasis Community Housing to deliver a high-quality service to the rest of the organisation. The role will assist and support all managers in Human Resource activities across the organisation. To update the HR policies and procedures for Oasis Community Housing. To co-ordinate recruitment, induction and training processes across the organisation. To ensure that OCH complies with all relevant legislation including the General Data Protection Regulation.

Organisation Context:

Oasis Community Housing (OCH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, community development, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation.

However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This will be highlighted in the qualifications section of the job description and will be clearly stated in the job advert.

Oasis Community Housing is a growing charity, with its Central Office in Gateshead, Tyne and Wear and this post is located in central office.

Duties & Responsibilities:

- Provide operational **HR support** to the organisation centrally, providing a business partnership approach in working with managers nationally to meet their aims and objectives.
- To coordinate the **recruitment** and selection process, ensuring all procedures are carried out in accordance with current legislation, best practice and the ethos and values of the organisation.
- To deliver a strategic business partnering service to support increased **retention and recruitment** across the team's services through agreed plans and projects.
- Ensure roles are **job evaluated** appropriately and all staff have appropriate employment documentation in place.
- Ensure that the **induction process** is in place and followed by all managers.
- To promote **workforce development practices** such as induction, appraisal, supervision
- Ensure all **HR policies** are regularly reviewed to conform to current legislation and best practice and appropriately applying employment law.
- Providing guidance and information to **staff** on HR issues.
- Co-ordinate **relevant training** for the whole organisation.
- Oversee the Company's **Payroll**
- Provide cover and backup for this Payroll functions in case of absence in running payroll and relevant monthly returns and payments
- Maintain an accurate **HR database** and records relating to employees including salaries, holidays, flexi, absence, performance reviews and any other HR records required.
- Working on **employee relations issues**, reports and cases (absence, disciplinary, investigations, grievances/complaints; TUPE, consultations meetings) balancing risk and the law with pragmatic and fair approach and reporting as required with the ethos of the charity
- Produce reports and **key performance indicators** to measure effectiveness of HR policy and practice (e.g. sickness absence, recruitment and retention)
- Be the point of contact with relevant **employment law** specialists where necessary.
- Work with Oasis Charitable Trust **HR department**.
- Provide necessary **reports** for Chief Operating Officer and for relevant committee/Board meetings and other Executive members
- To advise and authorise on changes to terms and conditions and work to an **anti-discriminatory framework**
- Manage **administrative** systems and processes across the organisation.
- Act as the **Data Processing Officer** for the organisation and ensure that we are GDPR compliant.
- Working to **ICO guidelines and data protection legislation** including responding to subject access requests
- **HR based management and policy training**: some direct delivery to groups, coaching one to one etc
- Participating positively as a **member of the HR team**
- Promoting the **values and culture** of the business at all times
- Promoting and ensuring **diversity and equality**

- Any other duties as reasonably required by the Chief Operating Officer

Scope & Limits of Authority:

- Ensure Data Protection (**GDPR**) legislation is adhered to
- Negotiate and coordinate **training** provision throughout the charity
- **Spending authority** as determined by the OCH Finance Procedure

Personal Specification/Key Competencies:

Qualifications

- Relevant professional qualification (CIPD level 5) or working towards it (Essential)
- Graduate in HR Management (Desirable)
- Chartered Member or Associate member of CIPD (Desirable)

Work Experience:

- Proven experience as a generalist HR practitioner (Essential)
- Experience using HR Software (Essential)
- Experience of using Payroll Software (Desirable)
- Experience of office administration (Desirable)
- Experience in Employment law (Desirable)

Skills, Knowledge & Aptitude:

- Up to date knowledge of HR legislation/best practice
- Excellent organisational skills (Essential)
- Excellent inter-personal skills (Essential)
- Highly discrete and confidential (Essential)
- Proven ability to manage own workload and take pro-active approach to issues (Essential)
- Knowledge of Data Protection (GDPR) legislation requirements (Essential)
- Knowledge of HR Systems/Payroll Software (Essential)
- Excellent written and oral communication skills and a methodical approach to work (Essential)
- IT Skills (Essential)

Motivation:

- Be in sympathy with the Christian ethos and values of the Organisation (Essential)
- Flexibility to travel to London occasionally (Essential)
- Be committed and enthusiastic (Essential)