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| **Job Title:** HR Manager | **Reports to:**  Vice Principal (Operations) |
| **Location:** London or Wigan | **Direct Reports:** - |
| **Department:** Operations | |
| **Key Responsibilities** | |
| * Contribute to the development and implementation of HR and remuneration policies and procedures * Provide advice on HR projects led by the SLT * Provide advice and guidance to managers on all people-related issues including recruitment, equal opportunities, flexible working, discipline and grievance * Manage individual employee cases including absence management, capability and workplace conduct and grievance and disciplinary cases to ensure compliance with both employment legislation and ALRA policy * Work to resolve conflicts through positive and professional mediation * Work closely with SLT to manage recruitment activity and to ensure compliance * Manage and monitor sickness absence and annual leave requests and ensure managers are made aware of areas of concern * Ensure the efficient processing and management of all HR administration * Produce regular reports for the VPO and Principal on key HR indicators * Provide advice and guidance to staff as required under the maternity, paternity, adoption and other family-related policies | |
| **Personal** | |
| * Ensure maintenance of manual and electronic filing systems in accordance with HR and GDPR legislation * Conduct checks to ensure that HR policies and procedures are being implemented in line with GDPR legislation * Ensure job descriptions are updated as required * Any other duties as may reasonably be required by the VPO and/or Principal | |
| **Other** | |
| * Manage the provision of First Aid cover * Ensure staff appraisals are completed in a timely manner * Oversee recruitment process for all new appointments | |

**Job Description**

ALRA is looking for a HR Manager on a .4 fte to provide strategic and operational HR advice and guidance relating to recruitment and resourcing, policy and performance, rewards and benefits, absence management, administration, employee relations.

To undertake all duties in accordance with ESMS requirements, best practice, procedures and policies.

Accountable to the Principal through the Vice Principal Operations. (VPO)

The post holder will have key relationships with the Strategic Leadership Team (SLT)

Please apply through our website <https://alra.co.uk/faculty/job-vacancies> or contact [recruitment@alra.co.uk](mailto:recruitment@alra.co.uk)

Closing date: **Monday 1st July 2019 at 12pm**

Interview date: **Week commencing 8th July 2019**