



## **Job Description – Strategic Human Resources Manager (HEO)**

The Human Resources Manager will lead the Human Resource function in developing and implementing HR strategy to provide an employee-orientated, high performance culture. This will emphasise empowerment, quality, productivity, goal attainment and on-going development of an exceptional workforce. The Human Resources Manager will report to the Head of Corporate Services.

### **This person will:**

- Be responsible for the development and implementation of HR strategy and talent management initiatives within CORU
- Manage all recruitment campaigns within CORU and develop and maintain induction programme for all new hires
- Be responsible for employee relations and employee succession planning and development
- Have responsibility for the management of all grievance and disciplinary issues and will support and advise management on disciplinary and grievance issues, ensuring that policies and procedures are followed, and assist in disciplinary and grievance meetings when necessary
- Provide advice and direction on employment law
- Manage, review and update CORU's performance management system and provide support to line-managers
- Manage organisational performance and drive compliance with PMDS and probation
- Be responsible for all organisational learning and development activities including staff and other committees
- Produce CORU's workforce plans and report to the Department of Health on all human resource matters
- Be responsible for implementing, amending and up-dating the Council's policies and procedures in line with best practice while ensuring compliance with legislation
- Manage employee communication and feedback through such avenues as organisation wide meetings, staff briefings and lunch and learns
- Help to monitor the Council's culture so that it supports the attainment of the Council's goals and promotes employee satisfaction, contributing to making the Council a great place to work
- Complete regular HR audits to ensure employee files, policies and procedures are up to date
- Manage and keep up-to-date all HR administration systems including salaries & increments, leave, probation and training. In addition, will ensure the full and optimum utilisation of the online HR/TMS system
- Mentor and coach line-managers with HR issues and with training and development.
- Promote the Council's Vision, Mission and Values through actions, training, communications and leading by example
- Manage the performance of staff in the Department
- Any other duties as may be assigned from time to time.



### **Role requirements:**

- A good knowledge of the Health and Social Care Professionals Act 2005 in addition to the Council's remit and functions
- Demonstrable experience of employment law
- Demonstrable experience of development and management of appropriate HR systems
- Ability to supervise and manage own and others' workloads

### **Qualifications and experience:**

- A relevant third level qualification (HRM or cognate discipline) is essential.
- At least 6 years' experience as a HR manager is required. This should be of a generalist nature, with stand-alone responsibility for HR strategy and policy, recruitment, training and development, performance management and employee relations.
- Substantial experience in HR management within a similar public sector organisation is highly desirable.
- Applicants must be able to demonstrate an ability to manage a significant workload in addition to well-developed interpersonal, leadership, communication and IT skills.
- Proven ability to make a significant contribution to the development of policy or strategy is a key requirement.

### **Essential Skills**

- Ability to work on own initiative with strong multitasking capabilities
- Exceptional organisational skills with ability to work to tight deadlines and prioritise tasks effectively
- Strong interpersonal skills and the ability to communicate clearly with a range of different stakeholders. Presentation skills are essential.
- Excellent written communication skills with proven experience in a variety of written forms including policy documents, web content, correspondence and business cases.
- Attention to detail is essential.