



## Job Description

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| <b>Job Title</b>       | <b>HR Manager</b>   |
| <b>Employer</b>        | Community Council for Somerset  |
| <b>Work Location</b>   | Home based with flexibility to work from Taunton office on occasion and as required   |
| <b>Hours</b>           | 28 - 35 hours per week over at least four days.   |
| <b>Salary</b>          | Up to £35,373 per annum pro rata dependent on experience  |
| <b>Contract Length</b> | Initial 12 month fixed term contract (extension subject to funding)   |
| <b>Leave</b>           | 25 days per year plus Bank Holidays pro rata  |
| <b>Objective</b>       | <p>Supporting the Senior Management Team and bringing broad HR knowledge and experience to develop an appropriate HR framework which is robust and effectively implemented.</p> <p>Act as the organisation's named Health and Safety Officer and ensure compliance with legal and best practice requirements.</p>   |
| <b>Reports to</b>      | Chief Executive   |
| <b>Key tasks</b>       | <p>To work with and support CCS Senior Management Team and Service Managers to ensure an efficient and effective HR service as follows:</p> <p>HR</p> <ul style="list-style-type: none"> <li>• To lead on the review, update, implementation, compliance and monitoring of appropriate HR frameworks, including updating policies for Board approval</li> <li>• To keep abreast of legislation and best practice in HR issues and ensure compliance</li> <li>• To lead on the development and implementation of a performance management framework</li> <li>• To support managers in understanding effective people management techniques and to lead on resolving any employee performance issues among staff</li> <li>• To lead on recruitment, interviewing and onboarding of staff across the organisation</li> <li>• To support employee relations and develop appropriate Employee Assistance measures to maintain and improve employee wellbeing</li> <li>• To update the Training and Development Strategy based on identified individual needs and the organisation's business plan</li> <li>• To coordinate a Training and Development plan including sourcing and delivering as appropriate</li> <li>• To liaise with finance staff in the update of payroll and expenses</li> <li>• To lead in monitoring absence and ensuring compliance with best practice</li> </ul> |



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|         | <ul style="list-style-type: none"> <li>• To ensure that the organisation’s HR system is accurate and kept up to date</li> <li>• Monitor management supervision and appraisal information to ensure to ensure compliance with the framework</li> <li>• To support managers to oversee arrangements for volunteers</li> <li>• To lead on promoting equalities and be a member if the organisation’s anti-racism working group</li> <li>• To take an active role in identifying and implementing wider HR projects</li> <li>• To line manage the HR and Administration Officer and mentor and provide guidance and training for this person.</li> <li>• To undertake any other relevant duties as reasonably required by the organisation.</li> </ul> |
| H&S     | <ul style="list-style-type: none"> <li>• Act as the named Health and Safety Officer</li> <li>• Working with an external advisor, identify Health and Safety risks and deliver appropriate training and improvements</li> <li>• Oversee H&amp;S policy and procedure implementation and compliance.</li> </ul>  |
| General | <ul style="list-style-type: none"> <li>• To be a member of the senior management team and contribute to wider organisational strategy and planning</li> <li>• To take responsibility for own time management and administration</li> <li>• To attend regular internal meetings</li> <li>• To attend training sessions that are relevant to your role as approved by your line manager</li> <li>• To complete weekly timesheets</li> <li>• To undergo an annual appraisal and regular supervisory sessions</li> <li>• To ensure that the mission, vision aims and objectives of the organisation as a whole are upheld</li> </ul>   |