**Job Description: Employee Relations Manager**

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| Reporting to | HR Manager  |
| Staff reporting | HR Advisor (dotted line)  |
| Liaison with | COO, CEO, Heads of Department, Line Managers, Employees  |
| Hours | Part-time 21 hours per week |
| Location | Shottesbrooke, near Maidenhead  |
| Date of document  | 20th March 2021  |

**Summary of the role**

To provide full Employee Relations, Engagement and Systems support to the Landmark Trust and Lundy staff.

**Duties and responsibilities**

**HR Systems and Process**

* To support the HRM in the review and evaluation of all HR processes and policies identifying key priorities and making relevant improvements to ensure operational excellence and legislative compliance as well as ensuring they are fit for purpose.
* To implement HR process efficiencies across all disciplines so that staff experience HR operational service excellence, and improve HR team efficiency through streamlined process improvement.
* Responsible for introducing, adapting and improving a system to input, store and disseminate HR information.
* Create process that ensures all data sources are up to date, accurate, efficiencies are leveraged and decision making enabled.

**Employee Relations**

* Provision of first line ER advice. Leading and supporting line/ HR Manager / HR Advisor, in handling the employee relations, disciplinary or grievance issues arising, providing appropriate and timely support and maintaining appropriate records (including drafting and typing up notes, and organising meeting arrangements etc.)
* Lead the handling of long term absences cases, including providing appropriate support and timely submission of any occupational health referral as applicable.
* Providing assistance and advice on the day to day application of HR policies and procedures as well as ensuring HR records are kept up-to-date
* Employee contracts and paperwork - Supervise and manage drafting of offer letters, employment contracts and contractual changes, ensuring that template documentation is kept up to date in light of changing legislation and that individual documents clearly express the contractual intent.
* Advocate, drive and maximise our employee engagement and welfare schemes, manage EAP and Employee Survey activities.

**Recruitment – Administrative and Field Staff:**

* Support HR Advisor in the co-ordination and recruitment support for Administrative and Field Staff.
* As needed, manage sourcing and put in place necessary materials and processes to support the sourcing of quality candidates, including supplier assessment and negotiation of terms of business.
* With HR Advisor, work with managers to assess candidates fully for the open positions.
* As needed, negotiate with preferred candidates to secure their appointment within budget.

**Remuneration and Benefits**

* In conjunction with HRM, conduct market rate testing to inform salary benchmarking and the salary review process.
* Support the salary review process.
* Work in conjunction with the Head of Finance, contribute to the setting of budgets.

**General**

* Comply with Landmark’s responsibilities under the Data Protection Act and other legal obligations.
* To undertake any other duties as may be reasonably required in the post.
* To appreciate, and work within, the organisation’s culture and to conduct all activities in a manner which promotes and enhances the Landmark Trust’s character and reputation.
* Support and mentor HR Advisor with eventual line management responsibilities.

**Person Specification**

**Education**

* Degree-level educated
* CIPD preferred

**Experience**

* Proven experience in managing a varied Employee Relations caseload
* Experience in Employee communication and engagement
* Experience / deep understanding of the Employee lifecycle and the HR processes
* Experience in setting up practical, compliant HR systems
* Experience of working for organisations of a similar size to Landmark
* Deep understanding of employee legislation and employee policy
* Systems experience, preferably iTrent, proficient in Microsoft Word, Excel

**Skills, Competencies and Behaviours**

* Able to build rapport quickly
* Sound and current knowledge of employment law
* Articulate, with clear verbal and written communication styles
* Hands-on style
* Highly organised
* Able to manage multiple priorities concurrently, including both long term and shorter term goals

**TERMS OF EMPLOYMENT**

**Contract Duration**

This is a contract: 2 year part time position.

**Location**

This position will be based at our Shottesbrooke offices near Maidenhead, Berkshire.

**Salary**

£32 500 - £35 000 rata per annum depending on skills and competencies, paid monthly in arrears.

**Working Hours**

This is a part time role, working 21 hours per week - days to be determined.

**Holidays**

The holiday entitlement is 25 days per annum pro rata plus pro-rated statutory holidays, increasing to 30 days pro rata per annum after 10 years’ service.

**Sick Pay**

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor’s certificate will be required.

**Pension Scheme**

There is a pension scheme which you will be entitled to join.

**Medical Health**

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year.

**Notice**

The appointment is subject to satisfactory completion of an initial six month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week’s notice on either side. A minimum of three months’ notice in writing on either side applies after the end of the probationary period.

**Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

**Contract**

The successful applicant will be required to sign Landmark’s Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark’s Conditions of Employment.  It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.