**Job description**

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| **Job title:** | HR Manager | | |
| **Department:** | Human Resources | **Contract:** | Permanent |
| **Reporting To:** | Head of Strategy, Finance and Corporate Services | **Hours per week:** | 37 |

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| **1. Job purpose**  To ensure York Museums Trust’s HR policies and practice are in compliance with the legal requirements and best practice.  To manage and develop the HR and H&S team so that it contributes to the Trust’s Vision, Mission and strategic priorities.  To provide expert HR advice to the Chief Executive, Senior Leadership and Wider Management Teams as required, participating in the SLT meetings on ad hoc basis. |

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| **2. Dimensions**  **Budgets**  HR budget ca £15,000  H&S budget ca £12,000  Training Budget ca £28,000  Shares responsibility with Finance for the sign off of monthly payroll (ca £3M per annum)  **Line Management**  HR Advisor, H&S Advisor (dotted line reporting to Head of Strategy, Finance and Corporate Services), HR Assistant  **Role Impact**  Contributes professional expertise to the planning, designing and implementing of the organisational strategies to manage and develop ca 125 staff (84.8 FTE).  Ensures employment law compliance.  Is consulted on and makes recommendations to the Trust’s management on key people-related decisions. |

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| **3. Principal accountabilities**  **Core Responsibilities**  With guidance from Head of Strategy, Finance and Corporate Services, to draft, implement and deliver effective Human Resources (HR) strategy that ensures YMT Business Plan outcomes are met.  To manage HR and H&S operations, processes, systems and documentation to ensure legal and best practice compliance and efficient and effective implementation within YMT and meet the current and future organisational needs.  To provide expert HR advice in organisational change processes and all staff-related activities.  To chair quarterly H&S Committee meetings and ensure agreed actions are taken.  As an active member of the Wider Management Team, to take part in and contribute to meetings, reporting to the Senior Leadership Team and the Audit Committee on ad hoc basis.  As an active member of the Trust’s Equity Diversity and Inclusion Change Group, to promote, develop and advocate for equity, diversity, inclusion and anti-racism within the Trust.  To champion YMT values and behaviours.  To champion a high-performance culture underpinned by strong performance management capability, continuously reviewing development and making recommendations for improvements.  To ensure accurate and timely internal and external HR and H&S related reporting.  To work with and manage HR and H&S suppliers (recruitment agencies, external consultants, Employee Assistance Programme, training providers) ensuring good procurement practice.  **Employee Relations**  To ensure that the individual and collective relationships between the Trust, its employees and employee representatives are managed appropriately within a clear and effective framework underpinned by law, best practice, good communication and organisation culture.  To develop, consult on with the relevant stakeholders and update HR policies and procedures in line with current legislation, organisational objectives and best practice.  To coach and support managers through employee relations issues and facilitate effective resolution in employee relations cases.  To advise Head of Strategy, Finance and Corporate Services of any potential need to instruct employment law solicitors or other external consultants.  **Recruitment**  To develop and facilitate processes for in-house and external recruitment contributing to diversifying YMT workforce.  To support Board recruitment of new Trustees on an annual basis  To design and manage employee induction processes ensuring full and effective inductions by managers.  To design and implement an effective apprenticeship scheme within the Trust.  To ensure consistency of Job Descriptions throughout the Trust.  **Equity, Diversity and Inclusion**  Working with YMT’s EDI Change Group and with guidance from Head of Strategy, Finance and Corporate Services, to draft and actively monitor YMT’s Equity, Diversity and Inclusion Action Plan.  To ensure workforce and Board diversity targets are acted on and reported to Arts Council England  To plan and implement Equity, Diversity and Inclusion related training programmes for management and staff.  To actively contribute to meeting the Trust’s Equity, Diversity and Inclusion related objectives and outcomes.  **Learning and Development**  To work with managers and leaders to develop learning and CPD strategies that align with organisational needs and priorities, finding and assessing delivery channels and managing costs.  To ensure that effective performance management processes are in place and being utilised.  To manage Training budget reflecting and identifying training needs across the organisation and ensuring that the investment is fit for purpose.  **Employee Reward and Recognition**  To contribute to YMT Pay Strategy and the annual pay remit with guidance from Head of Strategy, Finance and Corporate Services and ensure appropriate reward for roles noting professional benchmarks and relevant performance requirements.  To manage job evaluation process ensuring that it is in line with Korn Ferry Hay Group methodology and YMT Job Evaluation policy.  To develop, implement and manage an appropriate employee benefits offer, including consideration of the implementation of performance related pay.  To share responsibility with Finance for the sign off of monthly payroll ensuring that staff are accurately paid, and all the changes are acted on.  To instigate, monitor and maintain all auto enrolment and pension processes liaising with pension providers as required.  **Employee Engagement**  To develop, implement and conduct employee engagement surveys; to analyse and work with managers to develop and deliver an action plan based on the survey outcomes.  To work with YMT Marketing and Communications team contributing to the development, implementation and continuous improvement of the Trust’s internal communications.  To manage bi-monthly Cascade briefing communications and weekly staff bulletin.  **Management Information**  To provide accurate and timely management information and reports for external and internal use (e.g. Arts Council England, CEO reports).  To oversee the production of the monthly workforce metrics and HR KPIs, interpret and analyse performance, identifying areas of concern, liaising with line managers to implement action plans to improve performance and achieve targets.  To ensure requests for information from external bodies are complied with in a timely and accurate manner e.g. ONS.  **Other duties**  Other duties may be required from time to time which are consistent with the grading of this post. |
| **4. Key performance measures**  **Team Measures**  HR and H&S team plans developed in line with YMT Business Plan and delivered effectively and efficiently.  **Organisational Key Performance Indicators**  Staff/ Board diversity  Voluntary turnover  Sickness absence rate  Employee engagement response rate and score  % of completed PDRs |

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| **5. Knowledge, skills, experience and behaviours**  **Knowledge**   * CIPD Level 7 qualification (or equivalent) * Comprehensive understanding of current employment law and best HR practice and ability to apply them as appropriate * Comprehensive understanding of the operational HR casework as well as a sound knowledge of terms of conditions of employment. * Good practical knowledge of Korn Ferry Hay Group job evaluation methodology (desirable) * Understanding of General Data Protection regulations and ability to ensure compliance in practice * H&S qualification (e.g. a NEBOSH certificate) or willing to obtain qualification within 6 months of appointment. * Understanding of current HSE legislation and best practice * Evidence of CPD (e.g. CIPD Membership, ongoing learning etc.) * Knowledge of the current HR Agenda in the cultural sector and how this supports HR service provision and performance (desirable)   **Skills**   * Able to think strategically and produce action plans to address organisational needs * Excellent communication skills and ability to explain and persuade others through written and oral argument to gain acceptance for issues that may be challenging or new * Excellent customer care skills * Excellent organisational skills, especially in keeping accurate and up-to-date records * Effective problem-solving skills * Ability to prioritise in a fast-moving environment * Good working knowledge of Microsoft Office applications * Good numerical skills * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook   **Experience**   * Substantial experience within a generalist HR role at HR Business Partner/ Manager level * Line management experience * Experience of advising managers on change programmes * Experience of consulting and negotiating with trade unions * Experience managing budgets * Experience of designing and delivering training programmes * Experience in leading projects and identifying opportunities for improvement * Experience of managing complex ER cases, including to tribunal stage, and commissioning external expert advice * Experience of championing Equity, Diversity and Inclusion (desirable) * Experience of managing H&S in a similar sized organisation (desirable)   **Behaviours**   * Quickly building rapport and personal credibility with the key stakeholders * Influencing decision making * Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role * Actively engaging in Continuous Professional Development for self and others * Able to use discretion in working with confidential information * Flexible attitude towards performing tasks * Proven team player * Courteous, friendly and calm manner * Able to empathise whilst remaining impartial and objective |

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| **6. Key relationships**  Senior Leadership Team  Wider Management Team  All Staff  Trade Unions  Pension Funds/ Schemes  Government departments  Suppliers (e.g. CYC Payroll, Employment Law Solicitors, Training organisations, recruitment agencies) |

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| **7. Organisation chart** |