



Grŵp Cynefin

Mwy na thai • More than housing

GRŴP CYNEFIN

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Department	People and Culture
Team	Human Resources
Accountable to	Director of People and Culture
Responsible for	Human Resources Co-ordinator
Job Location	Denbigh or Penygroes / Working from home

PURPOSE OF THE POST

- Developing the people strategies and processes needed to enable Grŵp Cynefin to achieve its corporate objectives
- Oversee all Grŵp Cynefin's human resources processes and exercises
- Lead and manage the HR Team

JOB RESPONSIBILITIES

1. Responsibility for the provision of a professional and effective HR service across Grŵp Cynefin
2. Provide strategic guidance to the Leadership Team on HR issues
3. Develop and implement people's strategies that are consistent with Grŵp Cynefin's corporate strategies and objectives
4. Responsible for developing and monitoring consistent human resources systems, policies and guidance across Grŵp Cynefin
5. Ensuring that data and information is updated correctly every month across our HR systems.
6. Supporting Grŵp Cynefin's current and future business needs by developing, involving, motivating and retaining people
7. Support the Directors in providing guidance to the Leadership Team on Equality and Diversity issues and chair the internal Group. To promote Equality and Diversity across Grŵp Cynefin and to ensure compliance with relevant legislation.
8. Develop the Management Team to facilitate the relationship between management and the rest of staff by responding to requests, complaints and other issues formally and ensuring an effective communication process
9. To facilitate the relationship between Grŵp Cynefin and staff and the relationship between Grŵp Cynefin and the Union by ensuring an effective communication process
10. To manage the recruitment and selection process in a consistent and fair manner in accordance with the requirements of the equality act 2010
11. Supervise and manage Grŵp Cynefin's staff performance appraisal system which ensures high performance
12. Maintain the salary pay structure and staff benefits programme
13. To support the Learning and Development Manager in developing and implementing an annual training and development plan which is based on feedback from the staff performance appraisal process
14. Reporting to management and providing support/information to enable them to make decisions

15. Ensuring legal compliance
16. Lead on the wellbeing strategy by inspiring a modern and agile working environment by improving our adaptability and flexibility as a workforce to elevate multi-faceted, collaborative work opportunities across the group by reviewing our work practices, behaviours, and terms and conditions

CORPORATE RESPONSIBILITIES

Control	<ul style="list-style-type: none"> • Direct management of the accountable positions • Ensure that the Team's work is delivered to a high standard, on time and within budget • Manage, develop and mentor staff within the Team • Identify and act appropriately in cases of underperformance
Service Delivery	<ul style="list-style-type: none"> • Delivering the work to a high standard, on time and within budget. • Respond to internal and external customers promptly and professionally. • Providing advice and support to colleagues/customers • Submit regular reports within the responsibilities of the post. • Comply with all policies and any relevant legislation.
Performance	<ul style="list-style-type: none"> • Managing the Team to deliver in line with Key Performance Standards • Monitor the performance of the Team, identify, intervene and act as necessary • Submit human resources performance reports to management and the Management Board
Policies and Processes	<ul style="list-style-type: none"> • Working in accordance with all Grŵp Cynefin policies and processes • Ensuring that policies and processes align with legislative, managerial and good practice requirements • Review and propose improvements to policies and support continuous improvement
Financial and Budgetary	<ul style="list-style-type: none"> • Effectively manage and monitor human resources budgets • Working to increase value for money, improve efficiency and reduce Grŵp Cynefin's costs
Other	<ul style="list-style-type: none"> • Representing Grŵp Cynefin effectively externally by conveying a professional and positive image on all occasions • Responding to and managing an emergency and/or emergency circumstances • A commitment to tenant involvement in all aspects of the work

The Job Description above is not an exhaustive list of duties and responsibilities of the job.

Other duties within the scale of the post will be required to be undertaken from time to time in discussion with the Director.

The job description is reviewed regularly and in accordance with the requirements of the service.

Any proposed changes will be discussed with the post holder.

PERSONAL RESPONSIBILITIES	
Operating in line with Grŵp Cynefin's values:-	
Transparent	We are open, clear, and always act with honesty
Inclusive	We foster an environment where every individual feels valued, respected and supported
Progressive	We are dynamic, resilient, and will confidently meet the challenges and opportunities of the future
<p>Ensuring confidentiality, security and data integrity</p> <p>Promoting and operating in accordance with Health and Safety Policy</p> <p>Promoting equality and diversity in all aspects of work</p>	

All staff within Grŵp Cynefin are expected to operate within our Competencies Framework, which are behaviours or skills that are essential for effective performance:

- Effective Communication
- Work as a Team
- Working Effectively and Efficiently
- Customer Excellence
- Continuous Improvement

MAIN JOB LINKS
<p><u>Internal</u> Leadership Team, managers, other staff, Union Representatives and the Board of Management</p> <p><u>External</u> Job applicants, HR Managers in other organisations, HR consultants and lawyers</p>

NORMAL WORKING ENVIRONMENT

- Desk work in an office/home.
- Meetings at the Group's offices.
- External meetings / forums / conferences.
- Standard office hours including additional hours from time to time to attend meetings outside of office hours

PERSON SPECIFICATION HUMAN RESOURCES MANAGER

All criteria are considered essential unless specified as desirable

Education and Qualifications:

Bachelor's Degree in Human Resources, L&D, Organisational Development or related field
Master's degree or L&D/HR certification
CIPD Level 5, working towards Level 7

Professional Experience:

Experience of working as an effective HR Manager at a strategic level

Knowledge and Skills:

Knowledge of human resource systems and databases
Ability to develop and implement strategies
Excellent listening, negotiation and presentation skills
Confident to build and manage interpersonal relationships at all levels
Substantial knowledge of employment law and good practices in the field of human resources.
Able to lead and work well as part of a team
Possess strong problem-solving skills
Able to use Information Technology to carry out the work

A full current driving licence

Bilingual (Welsh and English) at the following levels or higher levels:

Listen

Able to follow normal work-related conversations, in both languages between fluent speakers.

Read

Able to understand ordinary material, and technical material with a dictionary, in both languages.

Talk

Able to conduct an in-depth conversation about routine work issues in both languages.

To write

Able to draft custom text, with editorial assistance, in both languages.

Leadership and Management

Excellent leadership skills
Able to work effectively and focus on results
Experience of managing staff
Experience of Team Leadership

Summary of Terms and Conditions HUMAN RESOURCES MANAGER

Type of contract	Permanent
Salary	Band G, Point 1-5 £44,288- £49,848 The job is offered at the lowest point of the band Salary is paid on the 20th of each month
Holidays	30 days a year plus the statutory bank holidays and the period between Christmas and the New Year
Travel	Casual car user
Pension	Grŵp Cynefin offers pension provision through the Social Housing Pension Scheme (SHPS)
Probationary period	6 months
Working hours and work arrangement	35 hours per week Monday - Friday Flex scheme implemented
Sickness pay	An occupational sickness pay scheme is implemented.
Special Absences	5 days pro rata with pay in any 12 month period to look after specific dependents 2 days pro rata with pay to get married, to move house, to divorce. Reasonable credit time for medical appointments. Up to 10 days pro rata with pay on the occasion of bereavement. Up to 3 months pro rata with pay to care for a close relative with terminal illness.
Lifestyle benefits	Access to our wellbeing scheme Flexible working facilities and the ability to work remotely/work from home if suitable.
Personal Development	If you have professional qualifications and you pay annual professional fees to your membership body, we will pay one of these each year to help you stay connected to the latest information and education from your professional body. We also want all our colleagues to enjoy the benefits of lifelong

	learning, so if you work with us we'll invest in you like this too!
Disclosure and Barring Service Check (DBS)	Basic Check