



Human Resources Manager

JOB DETAILS	
Job Title:	Human Resources Manager
Reports to (title):	Head of Finance and Core Services
Date:	February 2018

PURPOSE OF THE JOB
<p>To provide and manage a high quality, responsive, efficient and effective Human Resources function for Cochrane and its subsidiaries.</p> <p>Working alongside the other HR Manager this role provides leadership and management across the Central Executive Team.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<ul style="list-style-type: none"> • Provide HR support and advice to the Head of Finance and Core Services, Chief Executive Officer and other senior managers and Central Executive Team so that Cochrane's HR policies and practice are legally compliant and supportive of the organisation's mission and objectives. • Develop and maintain good employee relations within Cochrane through a thorough knowledge of the whole organisation and understanding its objectives. • Provide leadership and project management for HR-related projects in order to improve the general HR service and to meet individual and organisational objectives <p>Key areas</p> <ul style="list-style-type: none"> • Recruitment and on-boarding • Talent attraction and management • Employee Relations, • People Relations for secondment and consultancy contracts • Learning and Development • Monitoring and managing HR data • Reviewing and implementing policies across the organisation • Reviewing and overseeing the HR appraisals process • Maintain effective and supportive relationships throughout the business • Promote equality and diversity as part of the culture of the organisation <p>Project work (for 2018)</p> <ul style="list-style-type: none"> • Lead implementation of a new HR information system to ensure Cochrane is fully compliant with GDPR

- Lead the bi-annual benchmarking process for the organisation (to complete in August 2018)
- Build on the revised appraisals process by introducing 360-degree feedback initially for Senior Management Team and review and update job evaluation process

Stakeholder Management and Support - External

- Develop and maintain effective relationships with business advisers including overseas HR/payroll support in Denmark and Germany, UK payroll bureau, training providers
- Maintain and manage relationships with pension provider Royal London, childcare voucher and cycle to work scheme providers
- Build and manage relationships with host institutions for secondment contracts

Stakeholder Management and Support – Internal

- Ensure high levels of service to staff, consultants and other Cochrane employees are maintained across the Central Executive Team
- Provide and review monthly HR dashboard with Heads of Department
- Ensure people-related contracts are regularly monitored and reviewed
- Provide proactive HR guidance and support across the organisation, (including Cochrane Groups) as required.

Other

- Lead in the roll out of any new HR processes or other organisational infrastructure change and revise reporting to include this new data or support the changes to workflows.
- Support the development of the HR function, implementing standard operating procedures alongside improvements to controls making full use of IT and automation of processes wherever possible.
- Assist the Finance Manager/budget holders with any people-related information required for monthly reporting, annual plan and budget or annual audit
- Ensure all HR policies and procedures comply with legal requirements and best practice and written up in easy to follow accessible formats, providing training and guidance where necessary
- Ensure the HR mailboxes are monitored and managed appropriately
- Undertake any other duties considered appropriate

PERSON SPECIFICATION

Essential

- CIPD qualification equivalent to Level 7
- Demonstrable experience of leading a fully operational HR service comprising generalist advice, payroll, benefits, learning & development and change management
- Experience of scoping and implementing HRIS systems
- Ability to work in a dynamic, fast-paced environment, adapting quickly to rapidly changing situations
- Up to date working knowledge of employment legislation.
- Experience of coaching and supporting managers
- Self-confidence, personal credibility and the ability to support and challenge others appropriately
- Good understanding of and the ability to apply the principles of confidentiality
- Intermediate level IT skills, including Word, Excel, Powerpoint and Outlook.
- Ability to prioritise and manage own workload.

- Proven ability to work both independently and productively as part of a team
- Excellent interpersonal skills.
- Excellent communication skills, both verbal and written.
- Good understanding and application of the principles of Equal Opportunities in a HR context
- Excellent attention to detail
- Pragmatism and problem-solving skills and the ability to think creatively when faced with new problems
- Commitment to **Cochrane’s mission and values**.

Desirable

- Up to date working knowledge of employment legislation in Denmark and/or Germany
- Overseas payroll /contract experience
- Experience of HR support in an International context supporting remote working
- Experience of healthcare charity sector.

KEY INTERFACES

Internal: Cochrane’s Central Executive Team, Senior Management Team

External: Outsourced overseas administration teams, suppliers, stakeholders, partners

DIMENSIONS

Budgetary responsibility: None

Number of direct and indirect reports: One HR Officer