



Interim Human Resources Manager

JOB DETAILS	
Job Title:	Interim Human Resources Manager
Reports to (title):	Head of Finance and Core Services
Date:	July 2019

PURPOSE OF THE JOB
To lead and manage a high quality, responsive, efficient and effective Human Resources function for Cochrane and its subsidiaries for an interim period of 4 months based in the London office.
This is a 5 day per week role, office based.

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
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
Key areas
<ul style="list-style-type: none"> • Line management and support for HR Officer and HR Assistant ensuring objectives and expected standard operating procedures are monitored and managed. • Provide visible support on change management activities across the organisation. As part of this ensure resourcing is monitored across the holiday season to ensure that key priorities and dates are not jeopardised – ie proactive partnering. • Focus on completion of projects started but not completed to include a focus on GDPR including: Policy and Procedures; benchmarking/job evaluation; transfer of all HR data into the HRIS system (PeopleHR) ; training of CET in use of PeopleHR; completion of appraisals and mid year appraisals. • Other activities may include: <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 organisation
- Promote equality and diversity as part of the culture of the organisation
- 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.

Undertake any other duties considered appropriate

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; out-sourced 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

- Weekly (or daily in some cases) proactive business partnering to those areas of the business which are undergoing change.
- Ensure high levels of service to staff, consultants and other Cochrane employees are maintained across the Central Executive Team
- Regular reviews 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.

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 (PeopleHR)
- 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
- Experience of designing and managing training and development programmes
- 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.

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- 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: Two – HR Officer, HR Assistant