

Human Resources Manager

Full time- 37 hours

Grade 9 SCP 37- 41 (£37,365 to £41,611)
Plus benefits

Based at Newport International Sports Village, but required to travel across all Newport Live sites

Newport Live is excited to be recruiting for a Human Resources Manager to lead and continue the development of the Human Resources function across the charity. We are looking for a caring and dynamic individual who will play a pivotal role as part of the management team in developing our Human Resources function across all services and supporting a workforce of in excess of 400 employees.

If you are a Human Resources professional looking to make a mark and work for an organisation which is committed to inspiring its customers and workforce to be happier and healthier then this role would be the perfect match for you.

As the Human Resources Manager, you will be expected to establish credible relationships at all levels both internally and externally ensuring our workforce thrive within their roles whilst enabling them to meet our vision and mission. You will take lead coaching and developing high performing teams, whilst working collaboratively to help navigate complex people matters.

This role offers an outstanding opportunity for an enthusiastic and passionate individual who wants to make a difference to peoples' lives.

You will be a Human Resources generalist and must have the ability to undertake a wide-ranging role that spans across the HR spectrum, whilst also contributing your expertise to L&D and EDI.

This is a fantastic opportunity to continue to build on recent work to develop our Human Resources function creating an exciting and dynamic approach to the management, development, and wellbeing of all employees.

Application Process

To apply for this role, please visit [Newport Live Careers | Home](#) to complete and application form, alternatively, you can request an application form from Human.Resources@newportlive.co.uk.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with the Director of Finance and Resources, or email Martyn.seaward@newportlive.co.uk.

Newport Live has the right to close this advert if a sufficient number of applications have been received.

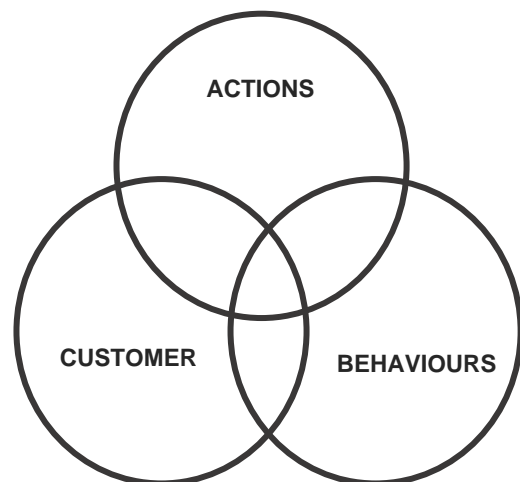
JOB DESCRIPTION

POST:	Human Resources Manager
JOB PURPOSE:	To provide an effective and efficient engaging Human Resources service. To lead, develop and deliver the Human Resources Strategy which integrates service improvements and performance with workforce development programs whilst upholding Newport Live's vision of inspiring people to be happier and healthier.
RESPONSIBLE TO:	Director of Finance & Resources
SALARY:	Grade 9 - SCP 37- 41 (£37,365 to £41,611)
KEY RELATIONSHIPS:	Board of Trustees / Directors Chief Executive Director of Finance & Resources Executive Team Departmental Managers Members of Staff Trade Unions
BASE LOCATION:	Newport International Sports Village but the role requires regular travelling to all Newport Live sites.
MANAGEMENT RESPONSIBILITY:	Business Support Officer

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded

as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

Operational Responsibilities:

1. To provide pragmatic Human Resources guidance and support to the business based upon policies and Human Resources best practice, whilst understanding and communicating any commercial risks and/or benefits of proposed action(s).
2. To effectively communicate to and promote engagement with all colleagues across Newport Live in all aspects of Human Resources management.
3. To actively contribute to the vision, and strategic and operational objectives of Newport Live.
4. To provide best practice Human Resources advice including employment law whilst maintaining a commercial and charitable understanding.
5. To have an excellent understanding of Human Resources processes (and related Payroll processes) and manage the deployment and improvement of these processes and related policies.
6. Maintaining a high level of Human Resource management visibility to encourage a supportive Human Resources culture within the business.
7. To provide clear and concise advice, and leadership during restructuring and business growth / business redesign processes.
8. To manage a Business Support Officer and all associated workflows ensuring high standards are maintained, performance measures and deadlines are achieved, while also maximising efficiencies wherever possible.
9. To manage contracts and partnerships in relation to Human Resources procurement and service level agreements which underpin the delivery of human resource services
10. To lead, develop and manage Newport Live's pay, grading, benefits, and remuneration solutions.
11. To jointly lead the development of Newport Live's Employee Management System.
12. Manage employment related issues including grievances, disciplinaries and long-term absence cases in line with Newport Live's policy, whilst guiding and coaching managers to deliver performance management techniques.
13. Provide support to colleagues with all aspects of workforce planning to include recruitment, retention, succession planning, leadership, manpower planning and management recruitment to support the business's growth and expansion strategies.
14. To report on performance, compile and report key performance indicators for business use, contractual and legal requirements.
15. To initiate and develop effective Human Resources policies and procedures in consultation with employees and Trade Unions and associated best practices organisations.

16. To provide leadership for employee relations including relationships with local and regional trade unions.
17. To deliver or facilitate training and development events relating to Human Resources policy and procedures and any relevant aspects of Newport Live's organisational development.
18. To lead Newport Live's Induction, learning, coaching and mentoring programmes to ensure continuing personal development opportunities and routes for employee progression and development are available to all employees and volunteers.
19. To lead and manage with passion, drive and commitment whilst working effectively leading and as part of a team.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

Human Resources Manager – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> 1. Educated to degree level (A & C) 2. Qualified to CIPD Level 5 (A & C) 3. Excellent Microsoft 365 skills, especially Word, Excel and PowerPoint (A&I) 	<ol style="list-style-type: none"> 4. Qualified to CIPD Level 7 (A & C)
Knowledge, Skills & Competencies	<ol style="list-style-type: none"> 1. Demonstrable knowledge of Human Resources best practices and employment law. (I) 2. Excellent analytical skills coupled with decisive decision making skills. (A&I) 3. Possess the ability to make difficult decisions when under pressure. (A&I) 4. Excellent communication skills, including written, verbal and presentation at all levels throughout the business. (I) 5. Ability to design and deliver induction and training for managers and workers in relation to Human Resources and business policies and procedures. (A&I) 	<ol style="list-style-type: none"> 6. Experience of successful project management and achieving defined milestones and outcomes. (A&I)
Experience	<ol style="list-style-type: none"> 1. A period of 3 years previous experience in a Human Resources role. (A) 2. Experience in the provision of strategic and operational Human Resources advice to senior management. (A&I) 3. Experience in the leadership and management and coaching of people. (A&I) 	<ol style="list-style-type: none"> 9. Experience of working in a standalone position would be advantageous as you will be providing pragmatic Human Resources guidance and support to the whole business. (A&I) 10. Experience of working within Leisure, Commercial, Retail or Charitable sectors. (A) 11. IT skills to analyse and present performance data to

	<p>4. Experience of creating, implementing and managing policies and procedures within a business environment. (A&I)</p> <p>5. Experience in managing retention, reward, recognition, and disciplinary processes. (A&I)</p> <p>6. Experience in proactive management of wellbeing and absence policies and processes. (A&I)</p> <p>7. Previous experience of direct engagement and consultation with trade unions. (A&I)</p> <p>8. Experience of leading cultural change projects (A&I)</p>	managers to enhance business and Human Resources management. (A&I)
Personal Attributes	<p>1. Excellent inter-personal skills and ability to create and build strong relationships. (I)</p> <p>2. Confident, self-motivated, adaptive, enthusiastic, open. approachable and driven to succeed. (I)</p> <p>3. An individual who is passionate, driven and committed to working as part of a team. (A&I)</p> <p>4. Ability to establish priorities for action. (A&I)</p> <p>5. Demonstrable range of people management skills. (A&I)</p> <p>6. Exceptional customer services skills. (A&I)</p>	
Other	<p>1. Able to work flexibly including evenings and weekends as required. (I)</p>	<p>2. Current driving licence and use of own vehicle with the ability to travel extensively throughout the city as and when required (I)</p>

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation
T: Test
AC: Assessment Centre