



Job Description

Job Description:	Head of HR (full time or part time, flexible options considered)
Position in organisation:	The job holder will be a member of the Management Team and report to the Chief Executive.
Location:	The job holder will be based at Kidney Care UK's headquarters in Alton, Hampshire, with flexibility for some home working.
Hours:	Minimum 30 hours per week (full time 37.5 hours per week)
Salary:	Up to £50k per annum, pro rata, depending on experience.

About the role

Kidney Care UK is at a key point in its growth and development, and we are looking for a Human Resources Manager to provide advice, support, and guidance across a comprehensive range of HR matters.

In this new role, you will work closely with the CEO and senior management team, the Staff and Remuneration Committee, heads of department and staff to provide a comprehensive HR service to the Charity, whilst managing and delivering strategic HR projects and helping to facilitate a positive and caring work and employee culture.

You will act as the in-house expert for all HR and employment related questions; ensuring all policies and procedures are compliant, proactively handle employee relations, coaching managers in the resolution of ER matters, advise on organisational restructuring, support managers in the recruitment & selection process, ensure effective onboarding and induction processes, maintain HR-related documentation, analyse HR data and coordinate annual appraisal processes and training budgets.

Core tasks and responsibilities

- Leadership responsibility for design and delivery of HR roadmap projects which support the HR strategic plan.
- Ownership and end to end delivery of all HR tasks: onboarding & offboarding, HR administration, absence management etc.
- Ownership & maintenance of our recently implemented HRIS, Sage HR.

- Review and develop existing HR processes, policies, and procedures to ensure effective systems are in place to provide a quality, compliant and responsive HR service, including maintaining an up-to-date employee handbook.
- Provide advice and support to managers and staff covering a range of matters such as recruitment & selection, employee relations, performance management, absence and change management.
- To regularly review the Charity's employee benefits package, including benchmarking against similar organisations in the Charity sector and make recommendations.
- To review the Charity's wellbeing and mental health provision and make recommendations for additional tools, training and resources.
- Provide HR support and guidance at investigation meetings and hearings, including supporting the preparation of cases, attendance and ensuring the production of formal minutes at hearings.
- To manage the contractual and day to day relationships with external HR legal advisors.
- Develop an effective and robust recruitment process to recruit, retain and develop staff and volunteers in line with the Charity's vision & values.
- Support all recruitment activity; leading on senior level hiring, supporting managers to hire effectively, and developing resources to improve the recruitment process.
- To work with marketing and communication colleagues to develop and manage an effective internal communications system, including an annual staff survey.
- To support the delivery of the Charity's new volunteering offer.
- Oversee the job evaluation/benchmarking of roles across the Charity.
- Work with the SMT and managers to assess, review and develop management and leadership training and development.
- Provide advice and support to managers in preparing business cases, structure charts and job descriptions for specific change processes.
- Support the Chief Executive in the monthly provision of an indicators Dashboard.
- To work in line with Kidney Care UK's values and Code of Conduct.
- To champion and promote best practice equality, diversity and inclusion policies and practices both in your area of work and the wider organisation.

Person Specification

Requirement	Essential/Desirable
Qualifications and experience: <ul style="list-style-type: none"> • CIPD (Level 5) or equivalent post graduate level qualification/ training/experience • Up to date and thorough working knowledge of Employment Law and HR best practice • At least 3 years' experience in a senior HR role • Experience of working for a charity or health related organisations 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
Skills and knowledge: <ul style="list-style-type: none"> • Excellent written and verbal communication skills including report writing skills • Experience of managing difficult situations and working with those involved to devise workable solutions • Ability to work across both HR operational process matters and more strategic HR projects • Ability to build and maintain credibility across staff groups • Self-motivated individual capable of working on their own and as part of a team • Excellent interpersonal skills and a real people person • Ability to manage and prioritise a substantial workload handling issues effectively and efficiently • Have an understanding of and be able to demonstrate a commitment to EDI principles • Evidence of continuous professional development. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

What we offer

Working at Kidney Care UK is incredibly rewarding and you will see the life-changing impact that the charity has on kidney patients and their families.

- **Flexi-time** – we are flexible about start and finish times, and flexible about your location.
- **Annual and Christmas leave** – we offer 25 days annual leave for full time employees plus bank holidays. We also close for three days between Christmas and New Year, and you don't need to take this from your annual leave allowance.
- **Pension** – you'll be eligible for and auto-enrolled into a pension scheme.
- **Health cashback plan** – ability to claim back a wide variety of routine medical treatments.
- **Employee Assistance Programme** – access to a wide variety of support including counselling, health resources and advice.
- **Cycle2Work scheme**
- **Learning and development opportunities**

Safeguarding Statement

Kidney Care UK is committed to safeguarding and promoting the welfare of children, young people and Adults at Risk and expect all staff and volunteers to actively support this commitment. A DBS check will be required for this role.

We are committed to supporting inclusion and diversity and are always trying to work in more inclusive and equal ways. Everyone is welcome and supported at all stages in their journey with us.