

# HR Manager (Maternity Cover)- 13 Months Fixed Term



**Weston  
Park**

Cancer Charity

Together at every step.

## Working here

<b>Position:</b>	HR Manager (Mat Cover) – Grade 5
<b>Reporting to:</b>	CEO
<b>Job location:</b>	Primary base Weston Park Cancer Charity Hub, Whitham Road or Weston Park Cancer Support, Northumberland Road, Sheffield with some at home working.
<b>Hours:</b>	37.5 hrs per week
<b>Salary:</b>	£30, 673
<b>Contract length:</b>	Fixed Term- 13 months
<b>Start Date</b>	Start Date- 10 <sup>th</sup> February 2025

## What we do

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For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advise and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

## What you do

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### Main purpose of post

This role will lead the HR function of the charity, overseeing all aspects of day-to-day HR. You will be responsible for the end-to-end employee lifecycle processes including recruitment, onboarding, performance cycle co-ordination, talent development and off-boarding. You will support a culture of compassion, belonging and learning and development, so we can attract and retain the best

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## HR Manager- MAT cover (Grade 5)

people. It is our people who enable us to be there for people affected by cancer across South Yorkshire, Bassetlaw and North Derbyshire.

You will champion our people, making sure we offer an attractive place to work and package of support. You will support a culture where we focus on providing autonomy and belonging so every colleague can contribute their best.

This is the perfect role for anyone who sees the best in people and wants to support them to thrive, and who understands that strong employee engagement enables the charity to deliver on its strategic commitments.

### Key Responsibilities

- Oversee and deliver end-to-end employee lifecycle processes including recruitment, onboarding, performance cycle co-ordination, talent development and off-boarding.
- Manage HR operations tasks in accordance with Employment law, e.g. HR policy updates and effective management of employee relations cases, with the support of external HR legal advisors
- Manage the evolution of Total Rewards (Employee Value Proposition) incl. benefits, career growth, reward & recognition and L&D.
- Champion and coordinate L&D for individual employees and wider staff initiatives e.g. training needs analysis, engaging training providers, arranging all staff away days and training sessions
- Lead the staff survey with the support of an external coach, working with the CEO to implement feedback and learning
- Lead the Wellbeing working group to support employee engagement, making best use of the Employee Assistance programme and other support initiatives
- Act as an Equality, Diversity and Inclusion champion, ensuring HR policies and practices reflect the charity's commitment to EDI
- Work with the Head of Finance and Resources to produce payroll monthly and to calculate annual pay awards
- Lead on annual leave guidance to colleagues, ensuring Bright HR (online HR system) is used effectively
- Produce monthly HR reports to show activity and trends
- Work with external HR legal advisors to perform market rate analysis of roles to ensure the charity remains competitive with other organisations within the sector
- Advise managers on appropriate methods to support the management of attendance, absence, ill health, and performance, as well as arranging the OH process.

## HR Manager- MAT cover (Grade 5)

- Provide employment related advice for employees, addressing and minimising concerns
- Keep HR files up to date and maintain confidentiality at all times
- Keep up to date with relevant employment law and good HR practice in the charity sector
- Attend and contribute to team meetings and 'away days' and be an active, invested member of our team
- Ability and willingness to travel throughout the region to attend charity fundraising events and outreach services
- Able to work flexibly, including working in the evenings and at weekends

### General Responsibilities:

Every employee is required to:

- Adhere to, and comply with, organisational policies, procedures and guidelines at all times.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, and the General Data Protection Regulations
- Respect the confidentiality and privacy of donors, guests and staff at all times.
- Maintain a constant awareness of health, welfare and safety issues affecting colleagues, patients, volunteers, visitors and themselves.
- Participate in personal and organisational training and development and performance framework meetings

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

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## Who you are

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We are seeking a highly motivated individual who shares our values to join Weston Park Cancer Charity's busy charity team. Our HR Manager will play a vital part in our team and help us to deliver our vision: a better life for those living with, and beyond, cancer in our region. If you are interested in progressing your career within an organisation which makes a real difference to the lives of thousands of people, we'd love to hear from you.

**About you:**

- You will be a forward thinking, team player with a ‘can do’ attitude & part of a fast-paced charity team
- You will have excellent communication skills (both written and oral)
- Able to manage your own workload and priorities to agreed deadlines
- Participate in and contribute to team meetings
- Co-operate and liaise with colleagues, working in a professional manner at all times
- Act as an ambassador for Weston Park Cancer Charity, reflecting the objectives and values, and to always work in the best interests of the charity.
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to volunteer involvement in delivering the charity’s strategy and raising the profile of Weston Park Cancer Charity

**Person Specification**

**Methods of Assessment:**

A = Application

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
<b>QUALIFICATIONS</b>			
Educated to degree level or equivalent		√	A/I
CIPD Level 5 in human resources		√	
Competent driver with a full clean driving license	√		A/I
<b>EXPERIENCE, KNOWLEDGE, SKILLS &amp; ATTRIBUTES</b>			
Minimum of 3 years HR experience	√		A/I/R/T

## HR Manager- MAT cover (Grade 5)

Good knowledge of UK Employment Law and demonstrable experience of maintaining CPD	√		
Experience of writing and implementing HR policies and procedures	√		A/I/R/T
Demonstrates active listening and emotional intelligence, especially when leading difficult conversations.	√		A/I/R/T
Experience of payroll administration	√		A/I/R/T
Experience of writing reports and demonstrates strong attention to detail	√		
Strong organisational skills, with the ability to prioritise in a fast-paced environment	√		A/I/R/T
Compassionate and committed to the values of Weston Park Cancer Charity	√		A/I/R/T
Is a proactive self-starter with a growth mindset	√		A/I/R/T
Can maintain confidentiality and act in a professional and respectful manner	√		A/I/R/T
An understanding and appreciation of the workings of the charity sector		√	A/I/R/T
Strong IT skills (proficient with Outlook, Word, Excel, PowerPoint & use of databases in particular)	√		A/I/R/T
Ability to work effectively as part of a team	√		A/I/R/T
Willingness to work outside of office hours as required	√		A/I/R/T

## How to apply

**Closing date:** Sunday 24<sup>th</sup> November 2024 at 11.59pm

**Interviews:** First Interviews- Friday 29th November 2024

Second Interviews- TBC

**Application format:** Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

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Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

**Apply to:** [HR@wpcancercharity.org.uk](mailto:HR@wpcancercharity.org.uk)