



Role Profile

Job Title	Human Resource Manager
Position	Fixed Term – 2 years
Hours	Part-time 14 hours per week (2days -negotiable)
Holidays	Pro rata based on FTE of 33days including 8 public holidays
Manager	The Director
Location	Chelsea Physic Garden, 66 Royal Hospital Road, London SW3 4HS

1. Equal Opportunities

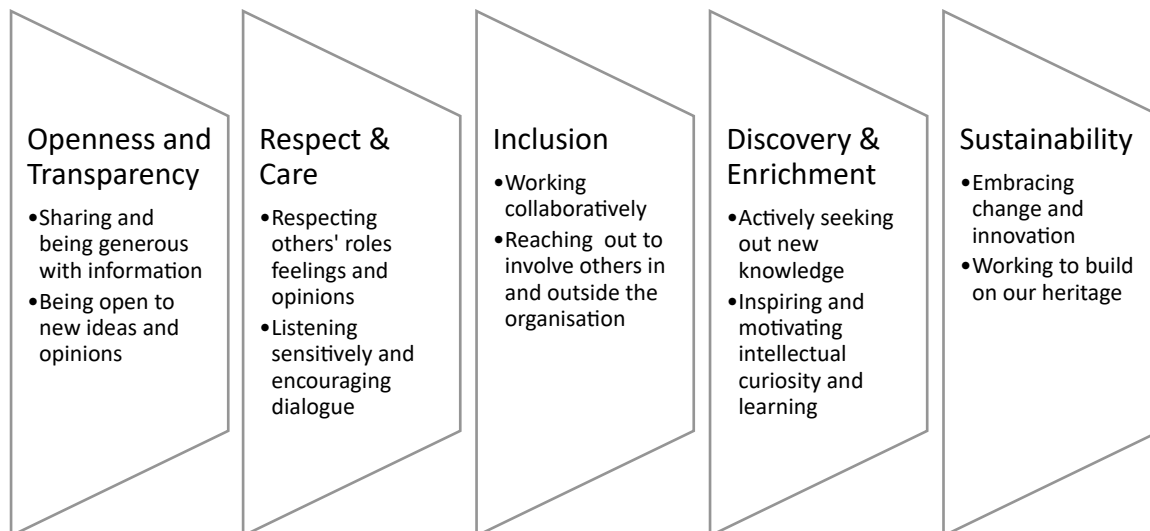
Chelsea Physic Garden is a place for everyone. As an equal opportunities' employer, Chelsea Physic Garden is committed to championing equality, diversity, and inclusion in our workplace. If you are a suitably qualified applicant, we encourage your application whatever your age, disability, gender, gender identity, race, religion or belief, sexual orientation or socio-economic background.

2. About Chelsea Physic Garden

Chelsea Physic Garden (CPG) is an independent charity set up in 1983 to promote and preserve the four-acre garden of the same name. The charity's mission is to demonstrate the medicinal, economic, cultural and environmental importance of plants to the survival and wellbeing of humankind. We are open to visitors six-days a week, eleven months of the year. There has been a teaching Garden on our site since 1673, and today we hope that all our visitors leave inspired, having learnt something new.

3. Our Values

We have a set of five inter linked reinforcing values that support each other



4. About the Role

The Human Resource Manager is a new role supporting the Directors and senior leadership team to ensure professional oversight of HR practices, processes as well as to support the organisation to develop organisational strategies to promote talent development, employee engagement and retention.

At Chelsea Physic Garden (CPG) the HR Manager acts as both a practitioner and adviser and must be prepared to undertake direct administrative activities including supporting managers with role profile reviews, recruitment processes, preparing offer letters and Contracts of Employment and supporting onboarding and induction of new employees. To that end, an all round generalist who is used to working autonomously will thrive in this environment.

They ensure that recruiting managers are supported throughout the recruitment journey including the issue of offer letter and employment contracts and work with colleagues to ensure that information is uploaded and accurately maintained on the HR software (Breathe HR).

They will ensure that the annual and interim performance appraisal process is undertaken and oversee the implementation of training and development programmes for staff ensuring that employees follow best practice and company policies.

They will work closely with the Director and senior leadership team to propose strategies and practices that support organisational talent development, employee engagement and promote staff retention.

They work closely with Directors and senior leadership team to ensure that reports are accurate and produced on time and disseminate agreed information including to the Board, supporting good internal communication.

5. Key areas of responsibility

5.1 Human Resource Management: Oversee the recruitment, selection and onboarding of employees including ensuring that managers follow good practice throughout the recruitment process. Prepare offer letter and Contract of Employments and ensure that pre-employment checks and onboarding is undertaken in a timely manner and any queries followed through.

Work closely with managers to ensure that the annual performance appraisal process is undertaken in a timely manner and that data is collected on performance awards. Ensure that interim reviews are undertaken and ensure that managers record objectives and achievements on the HR software system.

Ensure that leaver processes are followed through and all company property returned, records updated and that exit interviews are undertaken by managers and recorded.

Work with managers to support a culture of active performance management and advise on best practice in terms of performance management processes and personal development planning.

Support managers in the handling of any disciplinary or grievance processes.

Work with the Director and the Appointments, Nominations & Reward Committee to put forward proposals for the setting and review of pay structures and employee reward and recognition proposals.

Keep up to date with current and future employment law changes and ensure that the charity's procedures comply with employment regulations. Propose and have agreed updates to the Staff Handbook to reflect these from time to time.

5.2 Organisational Development

Lead on the design and delivery of organisational development initiatives that align with the charity's goals and values.

Work with the directors and senior leadership team to keep under review the organisational values and that these reflect any changes as the charity develops.

Ensure that the Competency Framework is kept under review and revised if necessary. Work with managers and individual employees to ensure that the framework is used as a positive tool to manage performance and aid development.

Oversee performance management, engagement and staff recognition programmes and ensure that an annual survey of staff is undertaken, the information is collated and progress tracked and reported to the Board.

From time to time review and put forward proposals to improve the performance appraisal process.

Develop and monitor organisational development metrics and engagement data to inform continuous improvement.

6. Person Specification

Knowledge Skills and Experience	Essential/ Desirable
CIPD Level 4 qualification	E
Experience of working with and within senior leadership teams and making a proactive contribution to their success.	E

Strong team working and collaborative skills, someone who is open, builds relationships and is proactive in sharing knowledge.	E
Able to work confidently and confidentially across teams	E
Comfortable working at pace, you will pride yourself on delivering clear, consistent and constructive support, advice and coaching of others.	E
Up to date knowledge of the sector	E
Microsoft 365 Office Suite user	D

7. Competency Framework

We have a set of eight competencies that are common to all employees and within the framework each competency has four levels which relate to the level at which individual roles need to operate. The competency assessment for this role is set out below and more information will be provided to support this assessment.

	Competency	Descriptor	Level for this role
1	Leadership	Setting the pace and behaving with integrity	3
2	People Management	Making clear what you expect and what is to be achieved; enabling and supporting your staff to deliver	4
3	Analysis and use of Evidence	Collecting, analysing and using information and evidence, assessing risk and taking decisions	2
4	Communication	Communicating with colleagues, visitors and stakeholders	3
5	Collaborative Working	Working together with people within and outside of CPG to help us achieve our goals	4
6	Delivering Results	Organising and managing the work to deliver results	4
7	Using and Managing Resources	Using resources cost effectively	3
8	Know How	The knowledge, skills and expertise you need to do your job and help others to do theirs	4

8. Terms and Conditions

The post holder will be required to work an average of 14 hours per week normally over two days (negotiable). Hybrid working is possible based on a minimum of 50% attendance at Chelsea Physic Garden including attendance at key meetings throughout the year.

The Garden operates a salary exchange personal pension scheme, currently with Royal London, which means that your gross salary is reduced by the amount of pension contribution made by the

employee which is then paid directly into your pension. The equivalent contribution rates are 6% employer and 3% employee at the end of the three month probationary period.