



VACANCY PACK

Join us as we lead the search for a cure.



Registered with
**FUNDRAISING
REGULATOR**

**ALZHEIMER'S
RESEARCH UK** **FOR A
CURE**



WELCOME TO ARUK

If nothing changes, one in two of us will be directly affected by dementia – either by caring for someone with the condition, developing it ourselves, or both. Alzheimer's Research UK exists to change that.

As the UK's leading dementia research charity, we're working to revolutionise the way we treat, diagnose, and prevent dementia. But we won't stop there. We will keep going until we find a cure.

Working for Alzheimer's Research UK, you can be part of a team that is:

- Funding world-leading research into dementia across the UK and beyond. Our Research Network brings together nearly 3,000 dementia researchers, to share ideas, collaborate and accelerate our search for a cure.
- Providing information about dementia to people affected and their families.
- Helping to improve understanding about dementia and the potential for research to cure the diseases that cause it.
- Campaigning to keep dementia research on the political agenda and working to ensure government funding for research is a priority.
- Building a social movement behind our cause, inspiring thousands of people to stand with us to find a cure.
- Providing operational support to enable the charitable objectives to be met.

Alzheimer's Research UK is a fantastic place to work. Our pioneering spirit is reflected in the energy and drive of our employees. As CEO, I am extremely privileged to lead exceptionally talented and passionate teams who have the ambitions and determination to create a world free from dementia. We exist for a cure and, together, we will change lives.

Hilary Evans

Hilary Evans
Chief Executive



HR MANAGER

JOB DESCRIPTION

Main Purpose of the Role

The HR Team plays a critical role in both organisational and people performance. From a strategic perspective, the HR Team are responsible for helping to create a great and successful place to work, which attracts, develops, motivates, engages and retains a diverse workforce. From an operational perspective, the HR Team provide guidance and support across all HR related activities; Recruitment and Selection, Pay and Benefits, Learning and Development, Performance Management, Absence and Employee Relations.

The HR Manager will provide exceptional support and comprehensive guidance across a range of HR related activity to Research & Partnerships, Policy & Communications, Corporate Services & CEO Office (circa 95 employees). The HR Manager will also have key areas of responsibility and will help to develop the organisational culture by supporting organisational initiatives/projects, which will enable the charity to meet its vision, mission and goals.

Key Responsibilities

Working directly with a dedicated area of the charity, the HR Manager will develop strong working relationships with each team by proactively attending team meetings and 1-1 meetings with key stakeholders to:

- understand and support the short and longer term operational and strategic needs,
- raise awareness by educating Managers and employees on HR policies, practices and processes including the benefits offered,
- support and embed HR and organisational initiatives,
- build on levels of engagement by ensuring the agreed activity within the Employee Engagement Survey Action Plans is carried out within the relevant teams.

The HR Manager will also act as the main point of contact for the following HR related activity:

Employee Relations

- Provide comprehensive support and guidance in respect of HR policies, practices and processes, relating to all aspects of employment. Ensure the right processes are followed, letters are issued and any necessary changes are made to the HR Information System (HRIS).
- Manage the sickness process by providing support and guidance to Managers and employees, including monitoring levels of absence. Make any necessary referrals to the relevant Occupational Health Provider and undertake any follow-up action which helps to improve the wellbeing of employees.
- Manage all other types of absences including Maternity/Paternity/Adoption/Shared Parental Leave by providing support and guidance to Managers and employees.
- Manage Flexible Working Requests by providing support and guidance to Managers and employees.
- Manage the Disciplinary and Performance Management processes, covering conduct and capability by providing support and guidance to Managers, including implementing Performance Improvement Plans.
- Manage the Grievance process, by providing support and guidance to Managers, including providing a mediation service if required.
- Manage probationary periods and provide support and guidance to Managers to ensure review meetings are conducted and the levels of performance meet the expectations of the role.

- Manage the leaver process, ensure Exit Interviews are completed and shared with the appropriate levels of management and reasonable steps are taken to address any concerns raised. Monitor reasons for leaving and make recommendations to resolve any trends in the data.

Resourcing

- Provide support and guidance to ensure teams have the right structures and levels of resource in place. Carry out any restructures.
- In accordance with immigration requirements, ensure employees have the right to work at ARUK and appropriate steps are taken for ARUK to remain compliant. If required, complete, monitor and record issuing Certificates of Sponsorship, along with monitoring the expiry of Visas.

Reward

- Provide support and guidance to Managers regarding promotions and salary reviews and ensure salary increases are kept in line with internal and external benchmark data and agreed budgets.
- Provide support with the performance appraisal and annual pay review process, ensuring performance ratings and salary increases are updated on the HRIS.

Learning & Development

- In collaboration with the Learning & Development Team, help to promote/embed opportunities for personal growth and develop career pathways within teams.

Additional Responsibilities:

Payroll & Benefits

- Manage, process and approve all aspects of payroll in collaboration with the integrated payroll provider, ensure appropriate reports are run and comprehensive checks are conducted to maintain accurate data.
- Manage and oversee the submission of the P11d, P60 and P45 processes.
- Manage the provision of employee benefits and where relevant liaise with third party providers to ensure annual reviews are conducted and queries are resolved. Ensure all data is accurately recorded.

HR Metrics & Reports

- If required, provide support with creating a variety of HR Metrics and Reports, which may be shared with the Senior Leadership Team, Board of Trustees and employees.

HR Information System (HRIS)

- Manage and oversee the maintenance and continual development of the HRIS, by carrying out quarterly audits to ensure the data held is accurate.

HR Policies, Practices & Processes

- In conjunction with the other HR Manager, review and update HR policies, practices and processes to ensure they are compliant with legislation, aligned to the needs of the charity and provide a framework to ensure fairness and equity in the way employees are treated. Make recommendations and gain approval by key stakeholders prior to implementation.

Culture

- Provide input and support with implementing organisational initiatives and projects which protect and build on the culture by ensuring high levels of engagement are maintained, including the design and delivery of the induction programme and developing Line Management capability.
- Identify opportunities which promote a positive culture and embeds the work of the HR Team by providing input into the HR Operational/Strategic Plans and providing support with implementing any agreed activity.
- Champion the principles of EDI and identify opportunities which create a diverse and inclusive culture.

General

- Line Management responsibility for the HR Co-ordinator.
- Ensure e-mails within the HR inbox are monitored and responded to in a timely manner.
- Ensure the accuracy of Purchase Orders being raised and invoice being processed and that all costs are recorded and assigned to the relevant budget.
- Ensure up to date knowledge and understanding of Employment Legislation, identify any emerging trends or pending changes which may impact HR, and make recommendations to reduce any risk.
- Working as part of a Team, provide absence cover and support to the wider HR Team.
- Continuously develop professional knowledge and skills by on-the-job learning, attending relevant network groups, meetings, and conferences.
- Undertake any other duties, initiatives and projects in line with the responsibilities of the role.

PERSON SPECIFICATION

Knowledge and Experience:

Essential:

- CIPD level 5 or demonstrable HR generalist experience.
- Knowledge and experience of HR best practice and Employment Legislation.
- Demonstrable experience in dealing with employee relations cases.
- Demonstrable experience and knowledge of managing payroll processes and employee benefits.
- Experience and knowledge of managing an HR Information System.

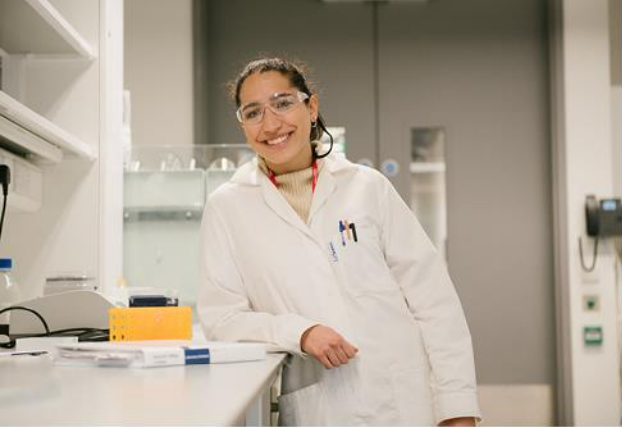
Desirable:

- CIPD level 7.
- Mental Health First Aider.
- Experience of working for a Health or Medical Research Charity.

Skills and Personal Attributes:

Essential:

- Excellent communicator, with an ability to build strong relationships and inspire confidence and respect at all levels.
- Very strong, versatile written communication skills, with a keen eye for detail, and ability to tailor the approach to meet the business needs and culture.
- Excellent listening skills, receptive to feedback and demonstrates flexibility, curiosity and an ability to learn.
- Excellent attention to detail and high level of accuracy.
- Excellent planning and organisational skills, with an ability to work to deadlines, remain calm under pressure and reprioritise work in accordance with the organisational needs.
- Strong team player who can work both independently and collaboratively with internal and external stakeholders.
- Demonstrates strong negotiation, influencing and decision-making skills.
- Demonstrates a proactive and pragmatic approach to investigating and solving problems, strives for continuous improvement and identifies ways to deliver creative and innovative solutions.
- A good blend of strategic and analytical thinking; with an ability to see the bigger picture and make appropriate recommendations.
- Ability to absorb and process new information quickly. Driven and highly proactive.
- Strong ethical standards and a high level of personal integrity and empathy.
- Excellent IT skills in PowerPoint, Word and Excel.



WORKING AT ARUK

In 2022, we were incredibly proud to be awarded a 3-star accreditation by Best Companies which recognises 'World Class' levels of workplace engagement and were also listed in the prestigious Best Companies lists:

- 48th in the 100 Best Large Companies to Work For in the UK.
- 19th in the 100 Best Companies to Work For in the East of England.
- 3rd in the 50 Best Companies to Work For in the Charity Sector.

In addition, we were also shortlisted for a special award recognising the work undertaken on reducing our environmental impact.

In 2021, we were awarded the HR Management award by The Charity Times for our Wellbeing initiatives throughout the pandemic.

In 2020, we demonstrated our commitment to changing the way we think and act about mental health in the workplace and signed the Time to Change Employer Pledge.

ARUK really does look after its people, where you will be able to add value and make a difference.

In return, you will be recognised and rewarded for your contribution, and be given the opportunity to develop your skills, knowledge and experience.

You will also work in a supportive environment where our culture is built around our Leadership Attributes, where we are all expected to:

- Act with **integrity**
- Be **inspirational**
- Be **empowering**
- Be **aware** of our impact
- Work in a **collaborative** way
- Be **accountable**



BENEFITS

Alzheimer's Research UK would not be able to achieve its vision or accelerate progress towards a cure without the talent and dedication of its employees. It is therefore important to offer a range of benefits which are designed to meet both the organisational and individual needs, are market competitive and designed to attract and retain employees.



HOLIDAY ENTITLEMENT

Employees receive 25 days holiday per annum, plus the Statutory Public Holidays. For every 3, 6 and 9 years worked, employees will receive 1 additional day's leave. There is also the option to buy up to 5 additional days holiday per year or carry over 5 days holiday to the following year. This holiday entitlement is pro-rated for new starters and part-time employees.



HEALTHCARE

Employees are offered **Private Medical Insurance**, a **Health Cash Plan**, **Life Insurance** and **Income Protection**. Our **Employee Assistance Programme** provides employees and their family members additional support on problems which may be impacting their work/home life, health and wellbeing and is available 24 hours a day, 365 days a year.



SICK PAY

We offer enhanced Company Sick Pay, where employees receive their normal pay for up to 13 weeks (65 days) of absence through illness in any rolling 12-month period. This is pro-rated for part-time employees.



PENSION

Subject to the eligibility criteria, employees are enrolled in our pension scheme but can opt out if they so wish. The charity contributes 5% and employees contribute a minimum of 4%.



CYCLE TO WORK SCHEME

Employees can purchase a commuter bike, clothing and accessories, whilst spreading the cost over a 12-month period and making savings through a tax break.



FAMILY FRIENDLY POLICIES

Our Family Friendly Policies have been designed to support employees by offering different types of leave that may be taken. Subject to the eligibility criteria, we also offer enhanced pay.



LEARNING & DEVELOPMENT

My Learning, Our Breakthroughs programme has been designed to enable employees to develop their skills, knowledge and behaviours, add value and drive organisational success.



TERMS OF APPOINTMENT

Contract Type: Permanent

Salary: Circa £50,000 per annum

Working Hours: 35 hours per week

Ways of working: As part of our Agile ways of working you will be required to work approximately 2 days a week from the office, which is subject to the requirements of the role and the business needs. Flexibility on where you work can be split between working from home and our office.

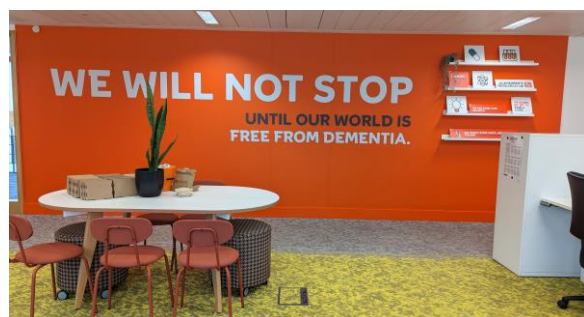
Roles that are classed as part of the Agile ways of working are not able to claim any costs for Mileage/Travel on Public Transport, Accommodation and/or Meals. This includes when attending the office for various meetings/events.

OUR OFFICE

Our office is at 3 Riverside, Granta Park, Great Abington, Cambridge, CB21 6AD.

Granta Park sits next to the River Granta and has its own lake and three woodland walks. It is home to a variety of wildlife and has a range of amenities to provide a convenient work-life balance, including Nuffield Health Fitness & Wellbeing Centre and a restaurant.

There is a good public transport system with a frequent bus and train service from the city centre and surrounding areas, along with a commuter bus service which picks up from both Cambridge Train Station and Whittlesford Parkway Station. The park also offers a free car sharing scheme and free parking.





HOW TO APPLY

We value diversity and are committed to creating an inclusive culture where everyone can be themselves and reach their full potential. We actively encourage applications from people of all backgrounds and cultures, in particular those from ethnic minority backgrounds who are currently under-represented. Any offer of employment is however subject to you having the right to work in the UK.

As part of our commitment to be an inclusive employer and ensure fairness and consistency in selecting the best candidate for this role, your CV will be anonymised as part of the selection process. Should you need any adjustments at either the application or interview stage, then please do contact us at recruitment@alzheimersresearchuk.org

To be considered for this role, please create an online account using our Online Recruitment Platform, via your desktop or mobile device, which can be accessed through our [Job Vacancies page](#).

Once you have created your online account, you will be able to apply for this role, and can attach your CV. You will also be able to track your application, view other vacancies and sign up for future job alerts.

Your supporting statement should summarise the following:

- Why you are interested in applying for the role.
- How your skills, knowledge and experience meet the requirements of the person specification.

The closing date for applications is **24th March 2024**, with interviews likely to be held w/c **1st April 2024**. We would encourage you to submit your application at the earliest opportunity as the closing date may be brought forward at any time. Please indicate in your covering letter if you are unable to attend an interview on a certain date.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

CVs will be kept by Alzheimer's Research UK in line with the General Data Protection Regulations. Although we will endeavor to consider previous or speculative applications where possible, due to the number we receive, we encourage you to regularly view our website for upcoming opportunities and sign up for future job alerts.

TESTING POLICY

[Animal Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our animal testing policy at ARUK.

[Stem Cell Testing Information - Alzheimer's Research UK \(alzheimersresearchuk.org\)](#) – Please see the link above regarding our Stem Cell testing policy at ARUK.