

JOB DESCRIPTION**Job Title:** HR Manager**Department:** HR and Organisational Development**Reports to:** Head of HR Operations**Grade:** F **Salary** £30,470 plus excellent benefits**Overall Job Purpose:**

The HR Operations team is responsible for the provision of proactive, practical and consistent support, advice and direction to managers on HR policy, procedure, best practice, employment legislation and rewards and benefits to facilitate the achievement of The National Archives business objectives and targets.

Role & Responsibilities**Advice & Guidance**

- Provide pragmatic and consistent advice and guidance to managers on disciplinary, grievance, attendance and performance issues.
- Raise issues proactively with managers, using a variety of internal and external sources of information to identify practical solutions to varied and sometimes complex HR issues and recommend appropriate action plans.
- Carry out regular checks on performance reviews to ensure quality and consistency.
- Compile and manage accurate case management documentation and accompany and support managers at hearings throughout each stage of The National Archives procedures.
- Brief new managers (including new promotions) on The National Archives HR policies and procedures and, in conjunction with Learning and Development team, provide coaching to managers involved in more difficult or complex issues.
- Prepare documentation for Civil Service Appeal Boards and Employment Tribunals.
- Liaise with Recruitment team on appropriate salary levels for prospective and existing staff consistent with The National Archives policies and market conditions.
- Liaise with Systems Analyst on the production and analysis of management information; monitor, analyse and interpret data to proactively assist managers in decision-making and action planning.

Line Management

- Line management responsibility for one HR Administrator, providing regular and constructive formal and informal feedback on performance, seeking opportunities for development, allocating and supervising work on a daily basis and ensuring agreed standards are met and procedures followed.
- Ensure all payroll data is entered and maintained accurately by HR Administrators, carrying out consistency checks prior to payroll cut off and other key dates.
- Be responsible for the smooth implementation of the annual Pay Award, ensuring the timely collation of accurate data and preparation of all associated paperwork.

Occupational Health and Welfare

- Recommend and arrange where appropriate Occupational Health referrals, including compilation of all associated documentation, liaising with employees and medical professionals where necessary.
- Support staff in obtaining special facilities and/or equipment necessary for their work. Liaise with internal and external associates including Occupational Health service providers, Access to Work, the Employers Disability Forum, The National Archives Equality and Diversity Manager and Health and Safety Manager, ensuring that The National Archives complies with its requirements under the Disability Discrimination Act.
- Carry out initial screening of pre-employment health questionnaires, referring on to Occupational Health where necessary.
- Promptly process applications for medical retirements and provide relevant information and guidance to employees.
- Arrange regular health promotion activities including well-person checks and lunchtime seminars and promote The National Archives Employee Assistance Program.
- Plan, monitor and prioritise Occupational Health budget expenditure.

Other

- Proactively seek ways in which processes and systems can be streamlined to ensure a prompt and fit for purpose Operations service to internal and external customers and drive efficiencies through HR.
- Participate in Job Evaluation boards.
- In conjunction with the Head of HR Operations and HR Business Partners, review and revise HR policies in accordance with new or changing legislation and appropriate to The National Archives culture and values.
- Provide project management support and to work on other HR projects as and when required.
- Seek opportunities to raise the profile of HR by regularly meeting with department heads and managers, attending team meetings and other events throughout The National Archives.
- Initiate and use networking opportunities through other government departments, training events and other external sources to share and gain knowledge and experience.
- Continue to seek and take advantage of learning and professional development opportunities for yourself.

Person Specification

Key:

- Graduate member of CIPD.
- Experience of working in a unionised environment at professional HR level.
- Case management experience to senior level (disciplinary, grievance, attendance, performance).
- Proven ability to persuade and influence at senior management level.
- Track record of tenacious and pragmatic problem-solving.
- Demonstrable experience of using initiative in problem-solving and decision-making on issues with some degree of complexity with minimal recourse to line manager.
- Confident and articulate communicator, proven ability to explain and interpret written and statistical information to a range of audiences.
- High standard of accuracy and attention to detail.
- Strong commitment to customer service; able to quickly establish credibility and build rapport and trust.
- Proven ability to deliver information to managers that may be difficult and challenging.
- Demonstrable understanding of the need for confidentiality.
- Intermediate Microsoft Office skills, including Word, Excel, Outlook.
- Working knowledge of computerised HR databases (preferably Compel or CiPHR).
- Proven ability to manage own time and prioritise work.

Desirable:

- Line management experience.
- HR experience in public sector.
- Understanding of payroll procedures.

Health & Safety Risk Assessment

- Normal office environment

Location:

Kew, West London but requirement to travel to Central London occasionally

Working Arrangement:

Full time, Permanent

Starting salary

£30,470 plus generous benefits package, including pension, childcare vouchers, sports and social club facilities, onsite gym, subsidised staff restaurant and opportunities for training and development.

How to apply	<p>Please complete an applicant details form and email it along with a comprehensive CV and a Supporting Statement that fully addresses the job requirements in the person specification, to careers@nationalarchives.gov.uk</p> <p>Please quote reference number 1385 in the subject line.</p>
Supporting statement	<p>Please explain how you meet each point in the person specification. You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.</p> <p>Please write on separate sheets, but remember to put your name and post applied for on each sheet.</p>
For further information	Please contact the Recruitment Team on 020 8392 5203
Nationality rules	Applicants must be British or Commonwealth citizens with the right to live and work in the UK, or nationals of states of the European Union.
Closing date	25 th November 2009 at midday
Interviews	7 th December 2009