



HR Manager

Location:	The Old Ragged School, Nottingham City Centre
Responsible to:	Chief Operating Officer
Responsible for:	HR Officer, Assistant HR Officer
Terms & Requirements:	Permanent, Part Time Evenings and weekend working will be required on occasion Travel to other sites will be required

Key Purpose

Managers work as a key part of the Operational Management team. As a group, Managers take joint responsibility for the operational delivery of the organisation. Each Manager leads a team and is responsible for managing, supporting and ensuring their ongoing development.

The HR Manager will manage the HR team, taking responsibility for day-to-day delivery of services and/or projects. The Manager is responsible for the work of their team, developing, implementing and monitoring operational plans and budgets, delivering the organisation's strategic goals through effective management of financial resources, people and risks.

Responsibilities

- Act as part of a team of Managers, working closely with peers and the Senior Leadership Team to contribute to organisational leadership, collaboration and the efficient running of the Group
- Identify risks, opportunities and improvements, overseeing compliance and reporting on progress against agreed outcomes
- Represent the Group in the wider Wildlife Trust Movement and external organisations, seeking opportunities to develop existing and additional collaborative and beneficial strategic relationships.
- Responsible for the overall function of HR delivery, ensuring effective, accurate and compliant personnel records across the Group
- Review and develop HR Policies and procedures for the Group, with a programme of revision, plans for consultation and communicating changes
- Act as escalation point for Employee Relations Casework when escalated from the HR Officer, or where a case is particularly sensitive
- Support the operational leadership team to embed culture initiatives
- Support the performance development and review process, fostering a culture of continuous improvement.
- Work in a way that is aligned with the values of NWT – Ambitious, Innovative, Supportive, Together and Inclusive
- Work in accordance with current Health & Safety legislation and best practice

- Assist with other areas of work and undertake other duties appropriate to the post.
- Develop and maintain contacts with colleagues in other Wildlife Trusts and the Royal Society of Wildlife Trusts
- May be required to lead, supervise and support volunteers, including recruitment of new volunteers and reporting of volunteering activity
- On occasion, you will be required to work outside of standard office hours, making adjustments to your normal working week to accommodate this.
- This role is subject to a DBS check

Key competencies

Desirable qualifications:

- Minimum Level 5 CIPD or equivalent experience at a level appropriate to this position
- Full driving licence

Capabilities:

- Excellent management skills with the ability to motivate, inspire and develop a highly effective team
- Proven ability to manage a team to deliver work programmes appropriate to the area of work
- Excellent conflict resolution and mediation skills, with the ability to establish effective relationships to collaborate and reach positive outcomes
- Ability to anticipate and solve issues, providing pragmatic solutions to support Line Managers
- Proficient in using workplace technologies including AI tools, collaboration platforms, and data visualisation

Experience

- A minimum of 2 years of relevant HR management level experience
- Significant experience in a generalist HR role
- Demonstrable understanding of UK employment law and best practice relating to HR and EDI
- Experience supporting employee relations cases
- Reviewing & creating policies and procedures
- Demonstrable experience of working in the voluntary sector, or of volunteering is desirable

Alignment to Values – Ambitious, Innovative, Supportive, Together and Inclusive

- A high level of commitment, enthusiasm and self-motivation with a flexible and professional approach to work
- A commitment to working co-operatively as part of a team, sharing accountability for success and offering support and feedback to colleagues where appropriate
- Welcoming constructive and challenging conversations
- Good communicator, able to build trust and credibility with a range of internal and external stakeholders
- Self-aware, adaptable and able to work independently