



JOB DESCRIPTION

Job Title: Human Resources Manager
Report to: Head of People and Learning
Responsible for: HR Advisor, Recruitment Coordinator, HR Officer

Purpose of the Job

The Human Resources Manager will lead the Human Resources Team in all aspects of a busy HR function, with the aim of providing a positive employee experience to all our people throughout their career at Drive.

Responsibilities

- To oversee the day to day management of a motivated and high performing Human Resources Team that meets the objectives of Drive's Business Plan and contributes to the People and Learning Strategy.
- To work closely with the Training Manager and Head of People and Learning to contribute to an effective People and Learning Department that has a positive impact on culture and performance.
- To coach, guide and develop managers on people management issues at various levels throughout the organisation, ensuring accurate advice is provided consistently.
- Working closely with the Compliance and Information Team and the IT and Digital Team, ensure all HR systems are effective and maintained appropriately.
- To analyse data obtained from HR systems and provide accurate and timely management information reports as per schedule.
- To take part in the development of managers, team leaders, and future managers by providing training and mentorship in line with Drive's Leadership Development Programme.
- To oversee and coordinate the department's response to all employment relations cases.
- To review and make recommendation for changes to People and Learning Policies and Procedures.
- To oversee Drive's employee Health and Wellbeing initiative, leading the Health and Wellbeing committee to achieve our goal of supporting a healthy workforce.

Last reviewed date: 01/07/2023

Next review date: 01/07/2025

- To manage Drive's commitment to equality, diversity and inclusion by working closely with our stakeholders and partners to achieve our goals.
- Working closely with the Head of People and Learning to ensure all departmental activity is carried out in accordance with employment law, company policy, external governance, and ensuring any risk to the business is identified and minimised.
- To monitor Drive's absence levels, introducing new management systems where required.
- To oversee Drive's recruitment activity, ensuring a fair and transparent selection process is delivered with regulations.
- To deliver on key HR milestone cycles which include but are not limited to the following: benchmarking preparation, Investors in People reassessments, Annual Appraisal process.
- To take a lead in the delivery of Drive's performance management approach, ensuring policies are fit for purpose and followed appropriately.
- To contribute to the continuous improvement of our award-winning culture.
- Work in collaboration with Payroll and Finance colleagues to manage payroll and budgetary matters relevant to the Human Resources Department.
- Partner senior colleagues to contribute to the project management of organisational and procedural changes within the business.
- To take part in consultations with employees and their representatives, led by the Head of People and Learning.
- To manage external collaborations - including legal and HR advisory services, occupational health, benefits providers, Trade Unions etc. - evaluating these services regularly and identifying cost savings where appropriate.
- All other tasks commensurate with the role.