

JOB DESCRIPTION

Job Title:	Senior HR and People Development Manager
Hourly Rate/Salary:	£42,000-£44,000 – FTE 37.5 hrs or 30 hrs(pro rata)
Immediate Manager:	CEO
Responsible to:	CEO NST Board of Trustees
Hours:	30/37.5 per week (flexible to both part time and full time)
Special Conditions:	Be a member of Leadership Team with equivalent responsibilities.
Control of Resources:	To be responsible, alongside other NST staff for equipment and materials; ordering supplies and monitoring stock levels and the correct use and security of equipment.
Health & Safety Welfare:	To work in accordance with NST and Local Authority's Health and Safety and Welfare standards.

Purpose & Objectives:

Manage all core HR departmental areas, ensuring that HR administration is fit for purpose and compliant to employment legislation, including people management policies, HR strategy, employee relations and management development, ensuring high standards and maintaining confidentiality under GDPR regulations.

Working alongside the Senior Leadership Team to support the development and growth of the organisation.

The Next Step Trust
The Hoover Building, Westfield Street, Halifax, HX1 2DN
Tel. 01422 330938

admin@nextsteptrust.co.uk www.nextsteptrust.org.uk

Registered Charity No. 1114197
Registered Company No. 5711840



Principle Duties:

1. Provide advice and direction to the Leadership team on all areas of the HR function, including policy development, people strategies, recruitment, employee engagement and employee relations.
2. Work as a member of the Leadership Team to develop strategy and ensure alignment to NST's values, contributing to organizational development through active participation in team development days, service development group meetings and other forums as required.
3. To work with external organisations such as VAC; Calderdale College; apprenticeship providers to develop pathways to careers at NST-both paid and voluntary.
4. Contribute to the development and implementation of the people strategy with the Trust, working in collaboration with other members of the Leadership Team, Trustees and external advisors.
5. Conduct and oversee induction and exit interviews as appropriate on individual cases.
6. Support and coach managers on all aspects of people management to ensure consistency and fairness.
7. Support the development of people management skills by designing and delivering manager's briefings on HR policies and procedures.
8. Liaise with the external HR Consultant to ensure that the Trust's people policies and procedures are legally compliant, practical and fit for purpose.
9. Develop trusting and effective working relationships with both managers and staff.
10. Work with managers and team members to resolve disputes that arise through both formal and informal conflict resolution methods.
11. When it is necessary and appropriate, be prepared to lead on employee relations cases including but not exclusive to disciplinary, grievance, managing absences and flexible working requests.

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12. Work alongside the Leadership team at NST to be responsible for GDPR; ensuring legal compliance, employee training and appropriate policies. Respond and be responsible alongside other senior managers for GDPR requests (e.g. SARs)
13. Collate, analyze data and produce regular reports for the People Committee and the Board of Trustees, including spotting trends and proposing solutions.
14. Ensure that the Trust's online HR database and management systems are promoted, updated and used efficiently.
15. Ensure performance management in the Trust including the supervision and appraisal process by supporting the development of objectives, personal growth and career pathways to promote job satisfaction and retention.
16. Support, oversee and mentor the professional development of the HR Officer.

In addition to the above duties:

Support the HR Officer to:

1. Provide an efficient and accurate HR and payroll administration service through all aspects of the employee lifecycle, from new starters to leavers.
2. Provide HR induction to new starters and support direct managers with managing probationary periods.
3. Keep HR management systems updated, including annual leave and absence data.
4. Administer family friendly policies, including (but not limited to) flexible working, maternity and paternity leave.
5. Providing administrative support to HR meetings including note taking and drafting invitation and outcome letters
6. Develop, promote and arrange the Trust's training and development including mandatory training and online learning.
7. Provide recruitment support and administration including drafting documentation, advertising and interview panel support and work in partnership with other agencies (e.g. Job Centre Plus).
8. Complete HR Projects.

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Other Responsibilities

1. To be flexible in working to attend meetings
2. Work across centres as required

Secondary Duties:

1. To work flexibly in line with the requirements of the Trust
2. To be concerned with the public relations and as far as possible, help maintain The Next Step Trust image and standards.
3. To participate in training as required by the post
4. To work in accordance with Next Step Trust Safeguarding procedures, respond in a timely manner and escalate any concerns
5. To perform all duties in accordance with Health and Safety procedures and to highlight any Health and Safety concerns
6. To perform all duties taking account of confidentiality and in line with GDPR.
7. To work as a member of the team to contribute where necessary to the needs of the Next Steppers and their parents/carers/guardians
8. To support the Values and Objectives of The Next Step Trust which are listed below

- **Commitment:**

The people who use our services need to know that we are here for the long-term – that we will be walking the next steps with them. Our partners and suppliers need to recognize our commitment too, so that we can all work together to support more fulfilling lives for people with complex needs. We will be consistent, determined and embrace the challenges in our work, and always be focused on being the best we can be for the people we are here to support.

- **Respect :**

We see people as people, and respect them for their differences. There are boundaries within which we expect people to act, and these are based on putting the people we support at the heart of all we do. The respect we have for our work will never allow those boundaries to be compromised.

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- **Friendship:**

The Trust will extend the hand of friendship to the people who use our services but also to their families too. By being here, we will create a place where people can come together, have a sense of belonging, and feel welcome. We will demonstrate loyalty and honesty to our partners and suppliers, and ask for this in return. Friendship will help overcome challenges in a way that conflict cannot, and through this we will be able to do the best we can for the people we support.

- **Adaptability:**

It is important to our Next Steppers and their families that we are able to respond to their developing health and social needs. We are confident in working together in a flexible manner to respond and be resilient towards changes in the world around us.

- **Kindness**

To make everyone feel included and happy we are kind to each other. We will listen, show compassion and be considerate to others. We will make time to learn and respect others thoughts and feelings.

9. To work towards implementing the principles of equity, diversity and inclusion. At The Next Step Trust we promote an inclusive service to our community where no individual will be discriminated against. This includes all the protected characteristics, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Occasional Duties:

1. To undertake such other duties and responsibilities as may be determined from time to time by the management group in consultation with the post holder.

Job Description Agreed By:

Manager

Date

Employee

Date

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