

## **Job description - Human Resources Manager**

### **Company overview**

MannionDaniels mission is to work for an equitable, inclusive, and sustainable world. We serve this mission through the provision of professional services in health, social justice, and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people.

With companies in the UK, Cyprus, Kenya, and Nigeria, we have a portfolio of international development programmes working across multiple practice areas including: Health systems and public health, Sexual Reproductive Health & Rights, Fund Management and Public Financial Management all working to reduce poverty overseas and achieve the Sustainable Development Goals.

We aim to practice business as a force for social and environmental good and expect all our employees and suppliers to abide by our mission, culture, and code of business ethics.

### **Job context**

The HR Manager is responsible for managing the HR processes for the company. The role holder will need to be appropriately CIPD qualified and be confident in delivering a generalist HR function across all areas of the employee lifecycle including recruitment, onboarding, payroll and benefits administration and coordinating training.

Experience of working in an international SME environment would be advantageous to the role holder, as is knowledge of the international development sector.

### **Principal accountabilities**

1. Manage recruitment of new staff in the UK and support recruitment in our overseas companies in accordance with our recruitment policy, guiding the process through to offer stage
2. Ensure new staff receive an effective induction and onboarding, including all the appropriate pre-employment checks and documentation are completed and new staff receive a quality induction into the company
3. Provide advice and guidance to managers and directors on staffing issues, using up to date knowledge of employment law and best practice, seeking advice from legal counsel when appropriate.
4. Ensure all personnel information is recorded accurately and confidentially in our HR systems, and compliant with our data protection policy
5. Coordinate and monitor training on core policy areas on our e-learning platform and through internal delivery, maintaining records relating to cost and attendance as appropriate
6. Respond to requests for information from the leadership team for staff data and management information, using the HR system to generate reports in MS Excel
7. Ensure all information relating to the monthly payrolls of all four companies is up to date and accurate, and liaising with the finance team and payroll providers to ensure payments of salaries and pensions are made on time and without error
8. Liaise with our company directors to periodically review and enhance HR processes and ensure HR policies and practices continue to reflect new legislation, and are applied consistently
9. Provide HR input to office, facilities and health safety related issues
10. Provide effective line supervision to a small team to ensure high levels of efficiency, motivation and engagement

## Person specification

### Essential

- CIPD qualified to minimum level 5 with experience of working in an operational HR role
- Good knowledge of employment law with experience of writing and advising on HR policy and process
- Experience of managing a small team
- Excellent communication and organisational skills
- Good familiarity with Microsoft Office (especially MS Excel) and online HR systems
- Excellent attention to detail
- Proven ability to operate in a team environment liaising with diverse teams in an international setting
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.

### Desirable

- Experience of delivering a general HR service within an international SME
- Experience of working in the international development sector
- Fluency in French or other appropriate language skills

### Reporting and organisation

This is a permanent, full-time role based in the UK reporting to the Director of Operations. The role can be based in our London or Bath office. Requests for flexible or remote working arrangements will be considered. Occasional national and international travel may be required.

### Salary and package

Starting salary range:	£35,000 - £45,000 (salary band 4 – operational management)
Holiday:	25 days per annum + public holidays
Pension:	8% employer contribution
Life insurance:	Company life insurance scheme
Benefits:	Access to a flexible benefits scheme including salary sacrifice and staff discounts

***All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.***

***MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.***