



About the Charity

Children with Cancer UK is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

Our work started with a promise

We were founded in 1988 following the death of 14-year old Paul O'Gorman to leukaemia and, just nine months later, his sister Jean, also to cancer. Before his death Paul's parents promised to help other children with leukaemia and, today, we fund life-saving research into childhood leukaemia as well as all other forms of other childhood cancers.

- **We fund life-saving research** to improve our understanding of childhood cancer and to find safer, more effective treatments for all young patients.
- **We fund innovative welfare projects** to help children and families in their fight against childhood cancer.
- **We campaign and raise awareness** of childhood cancer, to protect more children and give more young cancer patients a brighter future.

Human Resources Manager

ROLE DEFINITION

ROLE	Human Resources Manager
LOCATION	Great Ormond Street, London (office based)
REPORTS TO	Chief Operating Officer
DIRECT REPORTS	N/A
ROLE LEVEL	Senior Management (Band C)
DETAILS	Permanent, full time, c £35,000 - £40,000 dependent on experience
PURPOSE OF ROLE	
Responsible for the delivery of a high quality and proactive HR service, sensitive to the needs of the charity as well as focussed on business outcomes and the engagement of staff.	
MAIN RESPONSIBILITY AREAS	
<p>(1) Work with the COO and the Senior Leadership Team to drive alignment between HR activity and the values and strategic direction of the charity, while enabling business goals.</p> <p>(2) Implement appropriate and consistent HR policies and practices, ensuring compliance and best practice in the areas of recruitment, reward, performance management and organisational change.</p> <p>(Note: There is a specific project underway to review and refresh all our policies. This will be a key deliverable of the role in the first 6 – 9 months)</p> <p>(3) This role will have a direct and personal impact on the success of the charity, challenging and supporting management to sustain excellence in all areas of employment and people management.</p> <p>(4) Maintain effective and supportive relationships throughout the business, sustaining engagement across the team and providing managers with expert advice, options and information.</p>	

KEY ACCOUNTABILITIES

Development and planning

- Work with senior management to create and implement a rolling 12-month plan of HR programmes to develop and support effective people management, consistently deploy appropriate policies and sustain good employee engagement.
- Work closely with managers to identify learning needs and development opportunities in order to build competencies throughout the organisation.
- Participate in the implementation of specific projects, procedures and guidelines to help align people with the strategic goals of the charity.

Compliance and best practice

- Ensure all company policies and procedures are up to date and in line with current employment law. Keep managers informed of current policies.
- Advise and support the organisation on the management of all employee relations issues, including absence, disciplinary, grievance and sickness. Ensure timely, effective and fair outcomes are reached.
- Advise the CEO and the COO on the rewards and benefits strategy.
- Undertake regular analysis of HR data to advise management on trends and support decision making
- Work with senior managers, coaching them and advising on effective performance management and all people issues.
- Implement and support management through effective recruitment and selection strategies and processes. Ensure the required administration is in place.
- Support organisational change or restructures and manage any consultations arising, maintain organisational charts
- Offer specialist advice and support on HR topics such as pay, retirement, flexible working. Link with other specialist services when needed, such as on payroll and pensions.

Delivery of a quality support service

- Prepare employment contracts.
- Prepare payroll input for finance
- Carry out a rigorous induction and probation process
- Manage the recruitment process and maintain job descriptions.
- Have overall responsibility for the employee management information system and any electronic recruitment or assessment tools.
- Act as the HR representative at formal hearings and meetings.
- Manage maternity and paternity leave and returns.
- Monitor agreed learning and development requests.
- Manage the appraisals system and salary reviews with input from managers.
- Manage job evaluation, talent and succession planning.

KNOWLEDGE, SKILLS AND KEY COMPETENCIES

- Excellent knowledge of employment law with broad experience of managing HR matters successfully.
- High levels of influence and credibility as a senior HR professional in order to gain buy-in at all levels.
- Ability to analyse and interpret complex data
- A highly effective and creative problem solver with a 'can do' attitude and the ability to make things happen.
- Excellent interpersonal/communication skills – both verbal and written with a high level of situational sensitivity and political/wider organisational awareness.
- Good knowledge of pay and benefits structures and terms and conditions
- Team working – demonstrates commitment to colleagues, team objectives and collaborative working opportunities.
- Negotiating Effectively – prepares and applies sound and persuasive arguments to secure positive outcomes from negotiations
- Analytical – identifies key issues, reflects on information and reaches logical conclusions
- Resilient - deals with conflicting demands and retains professionalism
- Delivering results – works hard, takes ownership of role and consistently meets or exceeds targets
- Able to understand the wider implications of decisions taken
- Degree level or equivalent experience. CIPD qualified
- Experience of using Microsoft Office Software.

NOTE: This role definition is not all-inclusive. The post holder may be required to perform other related duties as required. The duties of the post may change and develop over time and this job description may therefore be amended in consultation with the post holder.