

Human Resources Manager

Position Description

General

The Human Resources Manager will conduct the duties outlined below within the framework of the aims, objectives, policies, and procedures of the Financial Rights Legal Centre (Financial Rights).

Reporting Relationship

The Human Resources Manager reports to the Chief Operations Officer.

Duties

HR Strategy, HR Projects & Policy Development

- Collaborate with senior leadership to develop and implement HR strategies that support business goals.
- Regularly review and update HR policies and procedures to ensure relevance and legal compliance.
- Develop and deliver initiatives that promote a positive workplace culture and support organisational growth.
- Track key HR metrics such as turnover rates, engagement levels, and absenteeism, using data to inform decision-making.
- Manage the delivery of a suite of HR Projects to ensure successful implementation in alignment with the organisation's strategic goals.

Recruitment & Talent Acquisition

- Manage the full recruitment cycle, including job postings, interviews, and onboarding.
- Collaborate with department heads to identify staffing needs and create job descriptions.
- Source, interview, and select candidates while maintaining an efficient and transparent recruitment process.

- Implement strategies to attract and retain top talent, ensuring a diverse and inclusive workforce.

Employee Relations & Engagement

- Act as a point of contact for employee queries and concerns, fostering positive employee relations.
- Develop and implement employee engagement initiatives to improve morale and retention.
- Lead conflict resolution efforts, addressing workplace issues, and facilitating effective communication.
- Conduct regular employee satisfaction surveys and implement action plans based on feedback.

Performance Management

- Oversee the performance appraisal process, ensuring evaluations are fair and consistent.
- Work with managers to develop performance improvement plans when necessary.
- Provide guidance on setting employee goals and career development paths.
- Ensure that performance management tools are aligned with Financial Rights' objectives.

Learning & Development

- Identify training needs and manage the Organisation-wide learning and development strategy.
- Organise training programs, workshops, and seminars to enhance employee skills and productivity.
- Monitor the effectiveness of training and adjust programs as needed to meet evolving business needs.
- Support career progression and development opportunities for staff.

Compensation & Benefits

- Manage the development and implementation of compensation and benefits programs.
- Ensure salary structures and benefit offerings are competitive and compliant with regulations.
- Conduct regular salary benchmarking and employee benefits reviews to maintain market alignment.

- Administer employee benefits programs, including health insurance, retirement plans, and wellness initiatives.

Compliance & Legal Responsibilities

- Ensure compliance with legislation, regulations, and HR policies.
- Maintain up-to-date knowledge of changes in employment legislation and implement necessary changes in Financial Rights' policies.
- Oversee employee contracts, maintain accurate employee records, and manage all legal documentation related to HR.
- Ensure workplace policies promote equality, diversity, and inclusion.

Health, Safety, & Wellbeing

- Oversee workplace health and safety policies, ensuring compliance with all regulations.
- Promote a culture of employee wellbeing through wellness programs, mental health support, and work-life balance initiatives.
- Address employee health issues and ensure accommodations are made for employees with special needs.
- Conduct regular safety audits and work with management to implement corrective actions where needed.

END