

**United Synagogue Job Description**

**JOB TITLE: HR Manager**

**LOCATION:** Central Office – North Finchley

**SALARY:**  Depending on previous experience

**HOURS:** Full time i.e. 9.00 am to 5.00 pm Monday to Thursday, the office closes early on Fridays – 9.00 am to 3.00 pm in summer months and 9.00 am to 1.00 pm on Fridays in winter months

Regular travel to locations mostly within the Greater London area.

The jobholder must be available to work unsocial hours where required.

**REPORTS TO:**  HR Director

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays

Jewish festivals when they fall on your normal working day

Childcare Vouchers

 Auto enrolment Pension

**JOB PURPOSE:**

The United Synagogue has around 1400 staff on payroll on varying contracts of employment, most of whom work at community level. The HR function is responsible for providing overall Human Resources direction and support to the entire organisation in the areas of employee relations, performance management, succession planning, employee development, organisational development, recruitment, policy implementation, and payroll.

The jobholder will engage with all levels of management, our Rabbis, lay leaders and employees as well as outside consultants on a broad range of activities and issues related to HR activities. In our communities, our lay leadership are volunteers and often have managerial responsibilities for salaried employees. Communication frequently includes very sensitive information requiring complete confidentiality and discretion in dealing with contacts.

Decisions impact on the community/department and the organisation as a whole. The role requires a high level of HR policy and practice expertise, service responsiveness and presentation skills, use of sound judgement, effective analysis of data, management reporting, and the building of effective relationships.

The role requires a person who is highly organised, possesses initiative with the ability to prioritise, as well as being commercial in approach

The post holder will undertake a complex range of highly professional and technical HR advice and guidance whilst dealing with a wide range of people and situations. This will require a determined, yet approachable, professional and resourceful approach, and will require the post holder to operate with professional integrity, impartiality, and personal responsibility.

The post holder will be educated to degree level or equivalent and fully CIPD qualified with a strong background in HR practice applied in a complex organisation, with strong employment law and an excellent understanding of change management, a good understanding of HRIS, (Human Resources Information Systems), and proven management skills of an HR team.

**KEY TASKS, RESPONSIBILITIES OF THE POST**

HR Practice

1. To support the HR Director in leading the HR function, deputising in their absence Support the HR Director in driving the performance of the HR team to ensure it is professional and competent to deliver the Organisation’s objectives. To supervise the HR team on day to day operations, ensuring the HR staff fulfil their roles effectively and comprehensively.
2. To service the communities – To work with the HR Business Partners and local lay leaders to ensure HR is an imperative element of community decision making and to ensure there is effective and timely communication between the Centre and the communities, as well as imbuing the HR team at the Centre in the service culture required to ensure effective management of Human Resources at the communities.
3. To provide management and employee support - To work with the HR Business Partners, managers, lay leaders and employees to resolve employee relations issues, (including sickness absence, capability, disciplinary & grievances), quickly and successfully, including investigations and hearings when necessary; to work on prevention of future potential employee relations issues by working with the HR Business Partners to proactively discuss issues with managers before they get elevated.
4. Rabbinic Recruitment - To oversee HR aspects of all Rabbinic recruitment. This will involve close liaison with community lay leaders, the Office of the Chief Rabbi, Community Services Division, and the Young People & Young Families Division.
5. Immigration – To advise, make recommendations and support the visa application process from end to end.
6. To Manage Change - To ensure restructuring plans are dealt with in an effective manner by the HR Business Partners and are in accordance with the requirements of UK law and United Synagogue Policy and Procedures. Lead or advise on more complex restructures or change projects.
7. To continue to develop the HR & Payroll combined database and oversee ongoing operations - To ensure the smooth implementation and continuing development of the new HR and Payroll System and its regular and optimum use by all stakeholders. To ensure that appropriate and effective controls are in place to make certain all staff are paid the correct amount each month

HR Strategy and Policy

1. To formulate and implement Policy – To assist in writing and reviewing policies and procedures, ensuring successful implementation and delivery in all areas of the organisation in order to ensure that managers, lay leaders and staff are fully aware of their responsibilities and able to conform with internal procedures and employment legislation.
2. To ensure good recruitment procedures – To take an overview of all organisational recruitment and in instances of Rabbinic recruitment, take ownership of the search and selection process in consultation with the relevant Director. Implement a more strategic and proactive approach to our recruitment processes as opposed to relying on agencies and our website. Ensure managers and lay leaders are trained in recruitment procedures and given full support in the recruitment and selection process, induction and further training and development.
3. Induction & On-boarding – To design, implement and continually develop the employee induction process for both Centre and Synagogue employees. Ensuring a consistent approach is taken by each department when a new team member commences employment.
4. To ensure good Talent/Performance Management Systems – To work closely with the HR Director in reviewing the performance management/appraisal and employee development processes on an annual basis to ensure they continue to meet the needs of the Organisation. Assist in the design and development of an on-line appraisal and talent management system. To encourage progression and career development via the Scheme, to work with managers to devise individual development and performance improvement plans where necessary, and ensure managers and lay leaders are appropriately coached and trained to effectively manage performance.
5. To encourage a learning culture - To work in partnership with the HR Director to devise and continually review a training & development strategy for all staff and in partnership with the Community Department, devise and implement programmes for lay leaders, which assists in developing a learning culture and provides the tools required to enable all stakeholders to carry out their roles to maximum efficiency.

**PERSON SPECIFICATION/KEY KNOWLEDGE & SKILLS**

An understanding of the Jewish community would be ideal however it’s not essential.

**Essential**

HR related

* **Full Member of CIPD – preferably qualified to CIPD level 7 i.e. Master level with evidence of continuing professional development.**
* **A desire and aptitude for a role that balances Strategic and Operational HR responsibilities and management.**
* **Substantial general HR management experience in a complex environment including** recruitment and HR administration.
* Significant experience of working at a mid-management level within HR and researching, developing and implementing HR strategies, policies and procedures and practice.
* Significant experience of employee relations and change management including dealing with complex employee relations issues and restructuring programmes and good knowledge of up to date UK employment legislation and proven experience of its application.
* Ability to develop an understanding of HR factors relevant to the orthodox Jewish community and work effectively within this context.

General

* A self-starter with a professional but approachable and consultative style and a ‘hands on’ and flexible approach to human resources management.
* Excellent communication skills, both verbal and written, with the ability to liaise tactfully and assertively with all stakeholders and **proven ability to work with, gain the confidence of, and influence people at all levels.**
* Demonstrable ability to lead, manage and develop a team of staff.
* **Ability to work on own initiative and plan and organise own workload**
* **Customer focussed and driven on by fulfilment in reaching high standards/ quality.**
* **Flexible and pragmatic approach to problems and working practices but with good attention to detail.**
* **Empathetic and willing to use a range of communication skills to achieve goals**
* Discrete and professional in approach to dealing with confidential information or sensitive staff issues.
* Sound negotiation, facilitation, and mediation skills.
* Highly computer literate.
* Culturally aware and sensitive.

**Desirable**

* **A good understanding of and empathy for faith-based organisations.**
* **Understanding of the strategies, aims, objectives, and values of the United Synagogue.**
* **Hold a full driving licence and be a car owner.**

**GENERIC OTHER DUTIES:**

* Committed to the aims of the United Synagogue and act as an ambassador for the organisation
* Comply with The United Synagogue’s policy and procedures and code of expectations
* Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
* Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
* Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
* Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
* Maintaining high levels of discretion and confidentiality at all times
* This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
* This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue’s operational procedures
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**