



## JOB DESCRIPTION Human Resources MANAGER

**REPORTS TO:** Finance and Operations Director

**RESPONSIBLE FOR:** No direct reports at this time. Potential for a dedicated assistant in the future

**LOCATION:** Hybrid working – with a minimum of one day per month in the office based in Leatherhead.

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### About us

The South East Rivers Trust is an environmental charity bringing rivers and their catchments back to life. Working in 12 river catchments across the south east, the Trust connects communities and mobilises citizen scientists to educate and engage people on the importance of rivers, and supports and challenges stakeholders, businesses and individuals to protect them. The Trust uses data and evidence to target positive action and works with nature to make rivers healthy again. This includes tackling water pollution, addressing water scarcity, reconnecting rivers and restoring habitats.

Working at the South East Rivers Trust is rewarding, fulfilling and busy; we work collaboratively and with passion, and this is reflected in our core values of: delivering high quality work, using expertise and scientific understanding, building good and effective relationships and bringing positive energy to all we do. If this sounds like an environment that you would thrive in, we would love to hear from you.

### The role

This role plays an important part in the successful delivery of our work and cause. We have grown rapidly over the last few years; this is testament to the quality of work and good relationships that our values demand. To enable us to continue to grow and make an even bigger impact, we need a confident and expert Human Resources Manager to support us. We currently have 35 members of staff and commitment to 60+ projects across the south east. The Human Resources Manager is part of the five-person (4 FTE) Finance and Operations Team which works to develop and provide the HR, operations and finance functions that underpin the smooth running of the Trust.

The Human Resources Manager will report to SERT's Head of Finance and Operations, and work closely with the management team to provide professional advice on all aspects of people management reflecting current employment legislation and good practice. The role will manage the day to day running of SERT's HR function, and will contribute to identifying HR priorities and implement appropriate solutions which support the aims of the Trust and its strategic direction. The role will work with existing health and safety leads to develop and implement systems and procedures to create a safe working environment, drawing on specialist advice as appropriate.

This is an exciting opportunity to join a growing and dynamic team and make a real difference in protecting the environment.

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## KEY DUTIES AND RESPONSIBILITIES

### 1. Managing and delivering HR services

- Develop, implement, monitor and review HR policies and procedures ensuring they reflect employment legislation and best practice whilst also supporting the culture and strategic direction of the Trust.
- Manage and oversee complex employee relations casework including absence, redundancy, retirement, maternity/paternity, dispute resolutions, disciplinaries, grievances.
- Provide advice, training and tools to support line managers in managing staff and in HR policies and procedures, to ensure consistency and drive best practice across the Trust.
- Manage the recruitment process, reviewing job descriptions, advertising vacancies, processing applications, overseeing interview process.
- Manage new starter onboarding and induction process and oversee the whole employee lifecycle.
- Oversee staff management, performance appraisal, support and feedback processes, including probation, line management systems, 360 feedback, appraisal and the annual staff survey.
- Implement and develop learning and development policy and processes, including career development plans and the staff skills audit.
- Manage HR records and contracts, issuing contracts and letters, and managing SERT's HR database. Work with finance to administer payroll and payroll records.
- Produce HR data and reports to feed into the management team and use data to make recommendations regarding future practice.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Work with colleagues to drive and deliver the Trust's equity, diversity and inclusion priorities.
- Work with Executive Team to contribute to and drive HR strategy development and implementation, including reward strategy, recruitment and selection strategies, talent and succession planning, alignment between HR strategy and business goals, supporting change management processes.

### 2. Health and Safety co-ordination and development

- Work with existing health and safety leads to develop and implement systems and procedures to create a safe working environment, drawing on specialist advice as appropriate.
- Convene meetings of internal team health and safety representatives, to review and develop health and safety practices across teams at the Trust and drive forward this work.
- Lead on core health and safety induction processes for new starters, Working from Home Risk Assessments, and administrative office and equipment risk management.
- Help drive best practice in health and safety by updating knowledge, identifying areas for improvement and either leading on or supporting developments, and reporting on progress to the management team and escalating issues of concern where necessary.

### 3. Other

- Support the delivery of SERT's Administrative, IT and Finance functions.
- Support the work of the Director of Finance & Operations and Senior Management Team.
- Contribute to and uphold the good reputation of the Trust, promoting the work of the Trust.
- Adhere to Trust policies and procedures and contribute to their development where appropriate.
- Maintain CPD to keep up to date with changes to employment law and good practice.
- Other duties as necessary.

## PERSON SPECIFICATION

Please keep this person specification in mind, as well as the Trust's core values when completing your application. Knowledge, experience, skills and aptitudes will be assessed through both the application process and at interview.

| Requirements  | Essential | Desirable |
|---|-----------|-----------|
| <b>1. Training, Knowledge and Experience</b>  |           |           |
| <ul style="list-style-type: none"> <li>Previous experience as an HR Manager or equivalent in a similar sized organisation</li> </ul>  |           | X         |
| <ul style="list-style-type: none"> <li>Practical, hands-on experience of delivering a wide range of HR generalist services</li> </ul>   | X         |           |
| <ul style="list-style-type: none"> <li>Up to date and thorough knowledge of employment law with the ability to apply it practically to workplace situations</li> </ul>                                  | X         |           |
| <ul style="list-style-type: none"> <li>Developing legally compliant HR policies which reflect best practice and needs of the business</li> </ul>  |           | X         |
| <ul style="list-style-type: none"> <li>Managing own employee relations case load including disciplinary, grievance, absence etc and considering organisational risk</li> </ul>                          | X         |           |
| <ul style="list-style-type: none"> <li>Working with senior managers on HR matters to inform both operational and strategic decision making</li> </ul>   |           | X         |
| <ul style="list-style-type: none"> <li>Providing professional HR advice to managers of all levels and supporting managers across a full range of HR activities and employee relations issues</li> </ul> | X         |           |
| <ul style="list-style-type: none"> <li>Proactively identifying HR priorities and future challenges and implementing appropriate solutions</li> </ul>  |           | X         |
| <ul style="list-style-type: none"> <li>Aligning HR advice and support with business need and strategic direction</li> </ul>   |           | X         |
| <ul style="list-style-type: none"> <li>CIPD Level 5 Intermediate Diploma in HR Management or equivalent</li> </ul>  | X         |           |
| <b>2. Skills, Abilities and Personal Attributes</b>   |           |           |
| <ul style="list-style-type: none"> <li>A proactive approach and evidence of using own initiative</li> </ul>   | X         |           |
| <ul style="list-style-type: none"> <li>Excellent communication skills with an ability to use information objectively and apply sound judgement in order to make decisions</li> </ul>                    | X         |           |
| <ul style="list-style-type: none"> <li>Adaptable and organised in prioritising workload and working effectively to deadlines with minimum supervision</li> </ul>  | X         |           |
| <ul style="list-style-type: none"> <li>Can demonstrate an approach to work that is characterised by commitment and motivation</li> </ul>  | X         |           |
| <ul style="list-style-type: none"> <li>The ability to foster and maintain successful working relationships with colleagues and contacts</li> </ul>  | X         |           |
| <ul style="list-style-type: none"> <li>Demonstrate integrity, understanding the care needed with sensitive information</li> </ul>   | X         |           |
| <ul style="list-style-type: none"> <li>Approachable and professional, able to work confidently with tact and discretion</li> </ul>  | X         |           |
| <ul style="list-style-type: none"> <li>A sound working knowledge of Microsoft Word, Excel, and Outlook</li> </ul>   | X         |           |
| <b>3. Miscellaneous</b>   |           |           |
| <ul style="list-style-type: none"> <li>Commitment to equality of opportunity</li> </ul>   | X         |           |
| <ul style="list-style-type: none"> <li>Suitable, safe home working environment</li> </ul>   | X         |           |

## CONDITIONS OF SERVICE

**Salary:** £36,000 to £42,000 (pro-rata for part-time) dependent on experience.

**Contract period:** This is a permanent full-time or 0.8 FTE position. The appointment will be subject to a six-month probationary period.

**Pension:** SERT operates a contributory pension scheme and will pay 9% of salary subject to a 6% employee contribution.

**Annual Leave:** Annual leave entitlement is 25 days plus public holidays (pro rata for part time)

**Hours of work:** SERT works a 37.5 hour week (full-time). Occasional evening or weekend work may be required, for which time off in lieu can be taken. No overtime will be paid.

**Driving licence and vehicle:** A full driving licence and access to your own transport is desirable, but not essential for this role.

**Location:** Hybrid working – with a minimum of one day per month in the office based in Leatherhead. The office has 8 hot desks available for staff and teams to book more regularly. We will also consider remote working.

**Right to work in UK:** All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

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## EMPLOYEE BENEFITS

- Hybrid working and remote working
  - Flexible and part-time working opportunities
  - Enhanced leave policies including sickness, maternity and paternity
  - Life Assurance (if join SERT pension scheme)
  - Employee Assistance Programme
  - Wellbeing team, with trained Mental Health First Aiders
  - Four staff away days per year
  - TOIL allowance
  - Commitment to career development and training, including but not limited to:
    - Individual career development plans
    - Attendance at external training and conferences relevant to role
    - Internal training relevant to role
  - Access to resources and training via affiliated memberships including NCVO and Croner.
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## APPLICATION PROCESS

At SERT we believe in equality of opportunity and positively encourage applications from suitably qualified and eligible candidates regardless of age, sex, race, disability, sexual orientation, gender reassignment, religion or belief, marital/civil partnership status, or pregnancy and maternity. We are committed to better reflecting society and the communities who use, need and enjoy our rivers within our workforce. We welcome requests for flexible working. All applications will be judged solely on merit.

Please email the following to [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org):

- a completed application form
- a completed Equality and Diversity Monitoring Form

The deadline for applications is 9am on Tuesday 29th August, with interviews taking place on Tuesday 12<sup>th</sup> September (on Teams). Please get in touch if you are unable to make this date.

If you would like to discuss the position please email [jobs@southeastriverstrust.org](mailto:jobs@southeastriverstrust.org), with your enquiry and we will arrange to call you back.

Please note: All applicants must have the right to work in the UK. We do not sponsor applicants from overseas.

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## APPLICANT PRIVACY POLICY

When submitting your application to us, it is important you are aware of what will happen to your personal data after the position is filled. Please download and read our Applicant Privacy Notice from the website.