

Health & Independent Living Support

Deputy HR Manager

Candidate Information Pack

This Candidate Information Pack includes the following information:

- About HILS
- Role Details
- Interview and Application Process

If you have any further questions, please send an email to jobs@hils-uk.org for more information.



About Us



Health and Independent Living Support (HILS) is a growing charitable social enterprise, providing services to clients in Hertfordshire, Hampshire and West Sussex to enable them to live independently in their own homes. Our main service involves providing a Meals on Wheels service to those who may need extra support at home. We also run groups to help support the community, such as Group Exercise Classes and Dementia Clubs.

Our values are at the heart of everything we do and who we are as an organisation. Our values guide the behaviour of every HILS team member and volunteer.



Deputy HR Manager



Reference:	DHRM - Hertfordshire-1906
Hours:	Negotiable (30 to 37.5 hours); a minimum of 30 hours per week to be worked Monday to Friday
Salary:	FTE: £32,000 pa
Location:	<p>Letchworth, SG6 1HB</p> <p>The successful candidate will also be expected to regularly visit HILS' Hertfordshire sites as required: St Albans, AL3 5BU; Hemel Hempstead, HP2 4EU; Hertford, SG13 7BH; Friendship House, AL10 0BU, as well as visits to HILS' teams in Cuffley, Hampshire, and West Sussex as required.</p>
Contract type	Permanent
Responsible to:	People and Culture Manager
Responsible for:	Line management responsibility may be required

Role Summary



Would you like to make a real difference and to help shape and create a caring and compassionate workforce that supports some of the most vulnerable adults in our community?

HILS is looking for a CIPD Level 5 qualified HR Generalist; someone who is interested in all aspects of HR, from training and development to employee relations, and who has at least 3 years of experience in an HR role.

No two days are the same in this role, so you must be able to think on your feet, relish new opportunities and want to develop professionally. We are looking for a creative, capable and resilient person, who must have the confidence to support, advise, and train other leaders in HILS' charitable social enterprise.

In return, you would be working with a highly experienced and supportive management team, as well as working closely with HILS' Executive Team. You will have development opportunities, and will have exposure to many if not all HR functions.





Role Outcomes and Values

Every role and individual in HILS has a vital contribution to make to achieving HILS' charitable purposes and social and enterprise outcomes (the difference that we want to make in a financially sustainable way). Everyone is expected to share and act on HILS' values in relation to colleagues, clients, and other people and organisations that we meet in our work.

Outcomes:

- To contribute to the collective achievement of HILS' organisational growth, supporting with the implementation of new technologies, new processes and policies.
- To contribute to the successful running of the HR department and to ensure that HILS has sufficient, high-quality HR support.
- To support the development of HILS' workforce through the provision and delivering of high-quality internal training, and sourcing of appropriate cost-effective external training.
- To uphold and model HILS' values at all times.

Values:

- We are caring and compassionate
- We act with integrity
- We go above and beyond



Principal Responsibilities

Training and Development:

- Deliver high-quality and consistent training for all employees, contributing to a competent and successful workforce.
- Support, advise and train other leaders, to improve management skills and contribute to a positive and supportive working culture.
- Utilise training resources to help HILS achieve its organisational objectives in a cost-efficient way.
- Work closely with teams across the organisation, to ensure that learning and development activities align with organisational goals and regulatory requirements.

Human Resource Management:

- Help to create a safe and positive working environment through the application of consistent and high-quality support and advice.
- To support with all actions in complex HR issues, for example grievance cases, and support in the effective management of such cases to secure appropriate outcomes, balancing both employee and business needs.
- Support with the creation of a competent and successful workforce ensuring that HILS has the workforce needed to achieve its organisational objectives and charitable purposes.
- Support HILS' legal compliance by staying abreast of all employment law developments and supporting with policy adaptations and changes.

Important note: This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by the HR Manager, People and Culture Manager and other members of the Leadership Team, the responsibility level of which should not exceed those outlined above.



Candidate Requirements

- A positive and proactive team player, who is committed to achieving HILS' business objectives
- A minimum of 3 years of HR experience in a generalist HR role; proven experience of employee relations case work, and experience of Employment Law
- Experience of leading and facilitating online and in-person training
- HR qualification minimum equivalent to CIPD Level 5 / Associate
- Full Driving Licence and access to a car to enable travel to HILS' sites

HILS' Equal Opportunities Statement:

We do not discriminate against staff on the basis of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation (protected characteristics). The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers, and suppliers, by members of our current workforce.