

Job description

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| Job title | Senior HR Manager |
| Division | HR & Administration |
| Career Level | 2 |
| Responsible to | Director of HR |

INTRODUCTION

Porton Biopharma Ltd, Porton Down is a medium sized life-science company performing a range development and manufacturing roles for biopharmaceuticals. This also includes all associated support functions from logistics through to engineering, quality control / quality assurance, regulatory affairs and management. The Company manufactures two licensed products, Erwinase[®] and the UK's Anthrax Vaccine as well as providing R&D services for product development.

The HR & Administration Team provide operational HR support to PBL to ensure consistent and value-added application of HR policies and programmes, training and development in alignment with the overall PBL business strategy.

The role is responsible for the management and delivery of a full range of human resource operational and transactional HR services. Managing the PBL HR & Administration team and advising line managers and employees on all HR processes and policies.

The role leads in the continuous improvement of HR systems and HR practices/policies and formulates partnerships across the HR function to deliver KPIs that reflect and support the business objectives of the organisation.

JOB SUMMARY

The Senior HR Manager provides support to the PBL Executive Team, employees and managers in ensuring a professional and competent HR transactional service.

The job holder will deliver a range of timely and accurate HR advice, information and training to managers and employees on the full range of HR matters. They will support the application of best practice to embed good HR practice that creates and adds value to the delivery of organisational strategy and overall performance of the Company. Oversees and manages the work of HR and administrative department. An ability to maintain confidentiality and act with discretion and diplomacy is crucial. Self-motivated and able to work under own autonomy or as part of a team. Acts as an employee champion and change agent.

Communication and key working relationships

Internal

- PBL senior management
- PBL employees and contractors
- Occupational Health
- Trade union when applicable/employee representatives

External

- External employment organisations
- External HR related organisations or agencies if required
- Wiltshire Council/colleges/apprenticeship organisations
- Recruitment agencies
- PHE

MAIN DUTIES AND RESPONSIBILITIES

Key HR areas

- To manage the main areas of HR management (not limited): HR compliance and governance; recruitment and staffing; people planning and workforce reports; performance management; employment and compliance with regulatory concerns regarding staff; employee onboarding; employee relations; training and development; staff safety, welfare and health; Occupational Health; training and advising line managers and advising employees.
- Managing and directing the HR & Administration team to deliver a comprehensive HR and administration service to the business.
- To provide professional advice to staff (executive team, employees and line managers) on HR related matters. To ensure HR matters are handled fairly and consistently in line with legal and company's requirements. To provide HR policies guidance and interpretation.
- To manage and take responsibility for the PBL HR Compliance and Governance.
- Ensuring all company policies and procedures (Staff Handbook) are up to date in line with current employment law. Ensure line managers are up to date with changes to any policies.
- To support the Chief Executive Officer on various strategic and operational HR Issues.
- To lead current and future HR projects and implement new HR initiatives.
- Managing and preparing workforce reporting and other HR related reports as per request.
- To drive organisational performance and change management programmes.
- To ensure the HR function and HR activities are compliant as per General Data Protection Regulation (GDPR) and other employment legislation.
- To work in partnership with line managers on performance management, employee relations, resourcing, staff development, reward, occupational health.

Performance Management

- Manage and resolve complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy.
- Advise managers on the terms and conditions of employment and knowledge share best practice with them.
- Coaching managers on performance management issues and processes.
- Policy and performance management policies, procedures and process implementation.
- Advising line managers on managing performance (capability management).
- To advise and support line managers on the appraisal process for PBL. To lead and coordinate moderation process for performance related awards.
- To advise line managers on the best performance appraisals practices.

Employee Relations

- Provide employee relations advice and support to managers on a range of employment issues including well-being, change management, redeployment, absence management, disciplinary, performance management, grievance, bullying and harassment and general employee relations.
- Manage employee relations issues - disciplinary, grievance, sickness, capability, absence, etc.
- Ensure that all cases are managed sensitively and appropriately and be responsible for identifying risks to the organisation and promptly flagging them to the senior management team.
- Actively support and advise managers on all aspects of Sickness Absence Management directly contributing to the reduction in the absence rates across the organisation.
- Manage PBL Occupational Health provider and act as a link between managers and Occupational Health provider to facilitate the implementation of advice, including return to work, reasonable adjustments, redeployments, and other work-related issues.
- Ensure accurate, detailed and up to date documentation of employee relations cases.
- Ensure that all cases are progressed in a timely and appropriate manner and are not permitted to drift.
- Lead the planning and implementation of new policies and guidance including organisation and provision of training programmes to ensure management awareness and competence.
- Attending meetings and hearings where necessary to provide HR advice and support managers in the drafting of formal documentation as appropriate.
- To advise on terms and conditions of employment; lead and participate in evaluation and monitoring of employment terms and conditions; contractual compliance (PBL employees and contractors).
- Contribute to the development of new HR policies and procedures and the revision of current policies.

Recruitment and Selection

- Manage the PBL recruitment process, working with recruitment managers to ensure every aspect is covered.
- Communicate recruitment goals and objectives with recruiters.
- Updating current and designing new recruitment procedures. To lead the recruitment software implementation.
- Keeping track of recruiting metrics; reporting recruitment statistics.
- Participate in job fairs and career events. Support and develop recruitment campaigns when necessary.
- Store staff records centrally and conduct internal reviews to ensure compliance with policies and procedures.
- Assist and advise managers in interviewing candidates for vacant posts, including involvement in question setting, interview panels and decision making in line with equal opportunities.
- To work with the payroll team to ensure payroll issues are addressed and escalated appropriately.
- To improve systems and procedures where necessary. Implement new recruitment

sources if necessary.

- Proofread job descriptions and adverts and other related materials.
- To be responsible for producing monthly workforce reports to the Executive Group when necessary.

Change management

- Advise and support managers with the launch and implementation of change management programmes ensuring that the organisation meets its obligations to consult effectively and follows an appropriate process to introduce changes.
- Establish effective partnership relations with trade union colleagues as per business requirements.
- Seeks to develop integrated solutions.
- Improving and creating HR measurement systems and improving workforce reports and other HR related reports.
- To support Cultural Excellence programme and other Company's corporate initiatives.

Management Development

- To manage and lead a professional management training programme for PBL.
- To deliver on-the-job HR; leadership and management training.
- To work with managers in the identification of training needs in designated areas, particularly in relation to management development, and to deliver training courses and briefing sessions including annual appraisals, recruitment and selection, performance management, capability, harassment and bullying, and sickness absence, as appropriate.
- Support advise and coach managers/staff to ensure a consistent approach in line with current policy and employment law and best practice.

HR business analysis

- To ensure that optimum use is made of available technology in delivering HR services particularly developing and maintaining information, records and effective communication.
- Produce various HR and workforce reports on HR activities (sickness, vacancy levels, turnover etc.) as per request of Executive Team.
- To regularly/accurately update information on internal systems, as required.
- Undertake research and write reports as requested by the Chief Executive.
- Produce HR reports required by the company/EMT and to undertake periodic quality checks and audits for compliance.

HR project responsibilities

- Taking the lead and co-ordination of HR projects. Participate in various business meetings as required.
- Organising and chairing meetings of relevance to the role.
- To write and present information briefings on a range of HR related topics.
- To represent PBL positively in internal and external settings, with use of good HR practices.
- Identify areas of improvement for the delivery of the operational HR service.
- To ensure that your own safety and that of others is not compromised or placed at

risk by following relevant company procedures.

Other

- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Participating in administrative staff meetings and preparing HR Team Briefs, etc.
- Conducting and analysing exit interviews results; identifies necessary corrective steps.
- Design, support and continually improve the PBL HR frameworks, tools and resources for performance management, HR compliance, staff development.
- Ability to write, plan and direct the development and maintenance of HR training programmes for all levels of staff and deliver presentations including tutorials.
- Able to demonstrate commercial awareness - maximizing commercial performance through controlling costs and ensuring efficiencies where possible.

Other

The above is only an outline of the tasks, responsibilities and outcomes required of the role. You will carry out any other duties as may reasonably be required by the directorate.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the organisation.

Professional development

You should pursue a programme of continuous professional development in accordance with any relevant professional registration or statutory requirements, while maintaining appropriate awareness of service provider requirements.

You should adhere PBL values and behaviors:

- Passion
- Respect
- Integrity
- Diligence
- Excellence in Execution (E²)

Person specification

| | Essential | Desirable |
|---|-------------------------------------|-------------------------------------|
| Eligibility | | |
| Current, valid Right to Work in the UK | <input checked="" type="checkbox"/> | |
| A good standard of written and spoken English Language | <input checked="" type="checkbox"/> | |
| Qualification | | |
| Educated to degree level or able to demonstrate equivalent competency and experience at that level | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CIPD level 7 or equivalent qualification | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Knowledge and experience Experience as defined by type/level (not length) | | |
| Significant HR experience in a demanding unionised environment with advanced HR operational and generalist experience. Advanced employee relations management skills. Experienced in developing and supporting line managers through change. Prioritising and time management. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Strong knowledge of UK employment legislation in order to deal with employee relations and employment policies implementation. Working knowledge of multiple HR disciplines. Exceptional organisational and communication skills. Proven leadership capabilities and solid knowledge of employment legislation and its application. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Relevant industry experience a plus. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Demonstrable understanding and knowledge of good HR practice. Experience in developing robust HR policies and procedures. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Solid HR decision making; GDPR and various employment legal acts; problem solving skills. Knowledge of payroll and pension procedures | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Skills and capabilities | | |
| Excellent presentation skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent communication skills (verbal and written) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Effective interpersonal and influencing skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Commitment to team working and confidentiality/GDPR | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Advanced reporting skills and IT skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Analytical Skills | | |
| Analytical, organisational and time management skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to analyse and translate a large amount of data | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Take initiative to identify and anticipate stakeholder's needs and make recommendations for implementation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| Business partnering Skills | | |
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| Ability to prioritise work and meet tight deadlines | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Able to work independently and own initiative | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| People management and results focused | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Adding value as both an individual contributor and active team member | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Autonomy/Freedom to Act | | |
| Commitment to Team working | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Flexible and adaptable | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Commitment to the Company's values | <input type="checkbox"/> | <input type="checkbox"/> |
| Equality and diversity | | |
| An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems | <input checked="" type="checkbox"/> | |
| Other | | |
| Proficient in the use of Microsoft Office 2010 applications including, Outlook, Word, Excel, and be able to produce documents of a high standard | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Patient and tolerant and able to deal with sensitive issues. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to switch roles at short notice | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Professional approach to work | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Self-motivation, pro-active and innovative | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Job description agreed with the post holder:

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|---------------------|-------|
| Employee Name: | Date: |
| Employee Signature: | |

| | |
|--------------------|-------|
| Manager Name: | Date: |
| Manager Signature: | |