



HR Manager

At Beatson Cancer Charity we support and enhance the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the fight against cancer in the broadest possible sense.

We are seeking an experienced HR Manager to consistently deliver a pro-active and professional HR service to the business through developing effective partnerships and ensuring HR is key within Beatson Cancer Charity's strategic plan and operational activities.

This role is integral within the senior management team and will suit someone who has generalist HR experience at a senior level. The variety of this role will allow you to grow your skills within HR as you will continuously review and develop our HR processes. This role requires someone who is comfortable using their own initiative, making decisions in line with our values and behaviours.

Daily responsibilities include supporting managers with employee relations, recruitment, and onboarding, supporting fellow managers and Heads of Department with performance management, training and development ensuring compliance with employment law and regulations.

This is an office-based role within a flexible hybrid working policy which allows for an element of home working. You will be required to work flexibly to accommodate business needs supporting wider organisational activity.

Salary:	£40,000 to £45,000 (dependent on experience)
Contract:	Full time, permanent
Hours:	35 hours per week with hybrid working and requirement for flexibility to accommodate business needs
Annual Leave:	40 days per annum (inclusive of Public Holidays)
Pension:	7% employer and 3% employee contribution

Main Responsibilities

- Monitor and develop the HR Strategy aligned with the organisational strategic objectives.
- Coach and develop line managers in all aspects of the employee lifecycle including performance management, supervision, appraisal, and individual development.
- Support employee relation issues by coaching and guiding managers through matters such as grievances, disciplinary and conflict resolution.
- Manage a robust recruitment and induction process and coordinate the appointment pathway for successful applicants.
- Work closely with the Finance Manager to ensure monthly payroll administration and yearly pay review is accurate, in line with timescales and support any queries where necessary.
- Provide clear and effective communication pathways to ensure staff are kept up to date with HR best practice.
- Responsible for developing and providing management information in all HR related areas.



Essential Candidate Criteria

- Experience in a similar Human Resources role.
- Strong knowledge of employment laws and regulations.
- Proficient in data analysis to inform decision-making processes.
- Budget holder ownership.
- Ability to organise, plan and deliver own workload.
- Experience of producing management reports.

Person Specification

- Proactive approach to challenges.
- Self-motivated with a positive attitude.
- Excellent interpersonal and communication skills.
- Enthusiastic about working with people and a talent for motivating and encouraging.
- Flexible and responsive to changing organisational demands and priorities.
- Excellent active listening, negotiation, and presentation skills.
- In-depth knowledge of employment law and Human Resource practices.

Closing Date: Monday 27 May 2024 at midday

Interview Date: Friday 7 June 2024

To apply please send a cover letter and CV to recruitment@beatsoncancercharity.org

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

www.beatsoncancercharity.org