

## JOB DESCRIPTION

**Job title:** Human Resources Manager  
**Directorate:** Corporate Strategy  
**Grade:** 8

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

**Reports to:** Head of Business Services Manager/CE (SMT) for professional advice  
**Manages:** 2 x direct reports  
**Liaison with:** All relevant stakeholders, internal and external

### JOB PURPOSE

- Develop, design and implement Human Resource strategies for the SDNPA in line with organisational needs, corporate priorities and statutory requirements.
- Support, manage and develop operational activities and outputs which ensure the delivery of comprehensive, cost effective and efficient HR services to meet the needs of the SDNPA now and in the future.

### KEY ACCOUNTABILITIES:

- Provide HR advice, guidance and support to SMT, managers and other employees of the SDNPA.
- Manage and develop the HR team and external contracts and SLAs to support the delivery of high level HR services at all times.
- Design and deliver the HR Strategy to continuously improve HR services to the SDNPA, motivate and develop staff and support the achievement of high level outputs to meet organisational objectives.
- Develop and design policies and procedures ensuring organisational needs are met, right practice is achieved and statutory and legislative compliance maintained.
- Develop and improve HR systems, processes and workflows which support the delivery of operational HR services
- Monitor and evaluate HR activities using trends and results to identify and support continuous improvements which enable the recruitment, development, retention and termination of staff as appropriate
- Provide regular reports and updates using HR Metrics to develop and improve improvements on an individual and organisational spectrum
- Support and develop managers to enable them to become self sufficient in the day to day management and engagement with their staff teams.
- Develop and implement a comprehensive Learning and Development Strategy and ensure the SDNPA has a workforce capable and competent to deliver the needs of the organisation.
- Work with other key stakeholders to develop an organisational culture which values learning and supports and develops continuous learning and improvement.
- Manage, monitor and evaluate the HR budget
- Other duties requested by the SDNPA in line with the grading of this post.

## **CORPORATE RESPONSIBILITIES**

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role