

Job Profile – Human Resource & Training Manager

Position: HR & Training Manager

Accountable to: Managing Director

Work Closely with: Directors, Site Managers, Administration Officer.

General Responsibilities - Responsible for the overall management of the HR & Training function across the company including recruitment, employee relations, and compliance with legislation. Working collaboratively with clients, Site Management Team and external training partners/agencies to provide training experiences in the locality, create sustainable roles within the company, provide apprenticeship opportunities and invest in local community projects in line with the Community Benefits Targets agreed on contracts.

Key Responsibilities:

1. Lead manager responsible for the implementation human resources processes across the business and liaison with External HR Advisors.
2. Managing the full employee life cycle from recruitment, onboarding, and induction through to termination of the contractual relationship and exit interviews. Develop strategies that consider immediate and long-term staffing requirements, attract new talent and ensure a smooth hiring process. Serve as a link between management and employees, addressing grievances, managing employee relations and fostering a positive work environment.
3. Monitor, review and report sickness absence levels/trends to Senior Management. Manage the implementation of relevant processes in line with company sickness/absence policy.
4. Monitor, review, approve and record annual leave/lieu days, compassionate and authorised leave applications in line with relevant policies.
5. Develop and implement training and development programmes to enhance the skills, knowledge, and performance of employees. Promote continuous learning and professional growth across the company. Completion of annual training needs assessment exercise and development of annual training plan. Continual monitoring and review of the plan to identify changes required over the duration of the plan and associated financial implications to the training budget.
6. Organise required training with CITB Approved Training Organisations and ensure training records/certificates are updated and recorded on the company's system and disseminated to the relevant individuals.
7. Develop and submit bids/claims to relevant bodies in terms of training to be funded and training grants.
8. Lead manager in terms of liaising with training providers, CITB etc., in terms of the Company Apprenticeship Programme. Completion of required registration documents, evidence, monitoring of grant. Monitor monthly performance reports received and take forward relevant issues with Site Manager and training provider.

9. Oversee and co-ordinate the Performance Appraisal Review process. Provide guidance on performance management and manage the disciplinary process working closely with Directors and Site Management.
10. Develop and implement HR policies and procedures that comply with employment laws and regulations. Ensure that all HR practices align with the company goals.
11. Lead manager for the identification, monitoring, review, delivery and reporting against Community Benefits targets on all projects across the business. Work closely with Directors and Site Management Team as part of the community benefits team to deliver project outcomes. Contribute to the development of Community Method Statements for submission as part of tender bids.
12. Contribute to the delivery of the Business Management Objectives, Targets and requirements.
13. Development and review of company policies and procedures in line with company and legislative requirements.
14. Developing and maintaining effective working relationships with clients ensuring that the principles of best value and customer care are achieved.
15. Developing and maintaining effective working relationships with service delivery team and subcontractors.
16. Ensuring that service delivery across the company is compliant with the Health & Safety at Work Act, Company Policies, Procedures and statutory requirements.
17. To undertake any other duties appropriate to the post as directed by Director(s).

Person Profile – HR & Training Manager

<u>Qualification/Competencies</u>	<u>Essential</u>	<u>Desirable</u>	<u>Assessed by:</u>
CIPD Associate Diploma in People Management (or Equivalent)	✓		Application Form/ Interview

Experience

Previous HR experience at management level – recruitment cycle through to termination, employee relations.	✓		Application Form/ Interview
Previous experience of planning and managing financial and other resources.	✓		Application Form/ Interview
Experience of developing and maintaining effective working relationships with partners and a range of external organisations.	✓		Application Form/ Interview
Experience of working in partnership with external agencies.	✓		Application Form/ Interview

Knowledge

Knowledge and understanding of construction industry.		✓	Application Form/ Interview
Knowledge and understanding of partnership working.	✓		Application Form/ Interview
Knowledge and understanding of performance management.	✓		Application Form/ Interview
Knowledge and understanding of customer care practices.	✓		Application Form/ Interview
Knowledge and understanding of training and development practices.	✓		Application Form/ Interview
Knowledge and understanding of employment law and best practice.	✓		Application Form/ Interview
Knowledge and understanding of GDPR requirements.		✓	Application Form/ Interview

Job Related Skills

Excellent oral and written communication skills.	✓		Application Form/ Interview
Negotiation Skills	✓		Application Form/ Interview
Presentation Skills	✓		Application Form/ Interview
Ability to think strategically and innovatively.	✓		Application Form/ Interview
Dealing with confidential information and maintaining confidentiality.	✓		Application Form/ Interview
Possess clean full driving license.	✓		Application Form/ Interview

Communication

Welsh Verbal Skills		✓	Application Form/ Interview
Welsh Written Skills		✓	Application Form/ Interview

English Verbal Skills

✓

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Application Form/
Interview

Written English Skills

✓

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Application Form/
Interview

Personal Skills

Demonstrate the ability to work under and respond to pressure.

✓

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Application Form/
Interview

Ability to work on own initiative, as a member of a team and undertake a lead role in a number of areas across the company.

✓

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Application Form/
Interview

Demonstrate leadership skills and the ability to motivate others to achieve high standards and levels of service performance.

✓

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Application Form/
Interview

Possess drive, energy, commitment and innovation.

✓

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Application Form/
Interview

