

JOB DESCRIPTION

HR and Facilities Manager

Reporting to: Finance and Support Director (FSD)

Main job purpose: To Manage the HR and Facilities function by providing efficient and effective HR, administrative and logistic support to Blesma in order to enable the charity to work effectively.

The first priority on the HR side will be to establish an efficient and effective HR department, including guiding and mentoring the IT and Admin Support Officer. Support the delivery of the Blesma Members Weekend/AGM and office events as required. Assist with the administrative needs of the Directors, the Chief Executive (CE) and the Board of Trustees.

Responsible to the Finance and Support Director for:

HR Admin

- Develop, monitor and review HR policies and procedures
- Advise the FSD/CE on the terms and conditions of employment including existing benefit schemes, and sharing knowledge and best practice
- Support the recruitment and induction process including drafting offer letters, contracts of employment
- Manage complex employee-related situations, including dispute resolution, disciplinaries, grievances, absences, retirements and redundancy processes
- Provide quarterly HR reports to the FSD
- Prepare information for payroll (starters, leavers, sickness, holidays, pay increases etc.) and liaising with the FSD/Finance team accordingly
- Manage the leave and sickness online system (e-days)
- Maintain records for all Blesma personnel
- Diarise probation periods for new starters and keep managers updated
- Ensure all Blesma policy directives are up to date and available to all staff from a central folder
- Support corporate change management initiatives
- Manage and deliver induction and training processes in compliance with Blesma's Training Policy
- Compile the Corporate Training Program annually

Insurance Admin

- Ensure all relevant insurance policies are in place and displayed where necessary e.g. Employer's Liability Insurance
- Update of the Motor Insurance Database (MID) and quarterly reports (Motor Cover)

Health and Safety

- Ensure the Health & Safety Policy and Handbook are up to date and accessible
- Ensure compliance with Health & Safety legislation and best practice

- Ensure appropriate COVID-19 rules are in place, displayed and observed by all staff, visitors, contractors etc.
- Act as a competent person for Health and Fire Safety
- Responsible for First Aid stock, records and Admin
- Oversee contracted services for fire alarm and firefighting equipment / emergency lighting
- Ensure all staff are trained on Health and Safety and the respective risk assessment forms are up to date / Implement corrective actions when needed

Buildings Maintenance and Security

- Ensure the building is well maintained and kept clean both inside and outside
- Ensure appropriate security procedures are in place e.g. security camera, alarm system
- Ensure eligible staff and tenants on the second floor have access to the building e.g. keys, fobs
- Ensure the car park properly utilised e.g. only used by staff, tenants parking in their allocated bays, at least one disabled parking space is reserved

Blesma Vehicle Fleet

- Manage the Blesma vehicle fleet in conjunction with Blesma's COVASE (agent)
- Keep records of the lease and hire cars
- Forward paperwork from leasing company regarding any cars to the individuals
- Manage pool car bookings / calendar
- Arrange for vehicles MOT, Services and any ad hoc repairs
- Responsible for the Minibus overall maintenance

Service Contracts & Procurement

- Manage all supplier contracts (e.g. photocopying, IT, telephones, fire and security alarms, utilities and cleaning) and ensure Value for Money (VFM) is realised
- Ensure the suppliers master spreadsheet is kept up to date and advise the FSD when contracts are due for renewal
- Ensure all supplier contract renewals are in line with Blesma's Procurement Policy
- Support the FSD to manage the tender process as required