

Birmingham Botanical Gardens is looking for an experienced and enthusiastic Human Resources Manager to support the management, staff and volunteer team.

The Gardens are in a period of change and have recently secured a Round 1 National Lottery Heritage Fund grant towards a £13m capital project. The project aims to restore the historic glasshouses, upgrade site infrastructure and displays and improve the visitor experience for all.

Birmingham Botanical Gardens (BBG) are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Gardens look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience, and qualifications. BBG are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Role Title	Human Resources Manager
Contract Type	Part time (2 x days) permanent
Team	Chief Executive
Reports to	Chief Executive
Salary	£12,000 pro rata. FTE salary £30,000

ROLE PURPOSE

Reporting to the Chief Executive, the purpose of the role is to develop and deliver HR and people management solutions which support the Company's overall goals and ambitious plans.

Supported by our external HR partner, you will be required to provide systematic, expert professional advice and support to managers and staff on all aspects of HR which fully reflects our values, culture, current employment legislation and best practice.

KEY RESPONSIBILITIES

- In consultation with the Chief Executive, and management team, implement the HR plan to support the overall strategic aims and objectives of the organisation, supporting strategic HR projects, as and when required.
- Develop, implement and maintain HR policies and procedures to ensure effective, fair and consistent management of staff throughout the organisation.

- Support the Chief Executive in ensuring the correct level staff resources – in terms of number and skillset - to deliver the strategic objectives of each team and those of the organisation as a whole.
- Oversee the recruitment, selection and onboarding of new starters.
- Develop and implement systems which ensure that skills remain current and relevant to business needs, in order to maintain excellent standards of performance and to stimulate personal and professional development.
- Create and maintain ongoing training plans for new starters and appraisals for all team members to ensure ongoing CPD and maintenance of relevant skill sets.
- Develop and maintain systems and practices to create a working environment that actively promotes employee wellbeing and fosters a conducive working environment.
- Manage the information held on the HR database and personnel files to ensure it is updated in a timely and accurate manner and complies with all legal or data protection requirements.
- Report on HR KPIs and metrics to the Chief Executive & Senior Management Team.

LINE MANAGEMENT RESPONSIBILITY

Currently this post has no line management responsibility.

SUPERVISION

Working under the direction and/or supervision of the Chief Executive

This job includes the following hazards or safety-critical activities:

- Lone Working (infrequent)
- Travel on company business (infrequent)

PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A level or equivalent. • CIPD Qualified to Level 5 • Associate Member of CIPD 	<ul style="list-style-type: none"> • Higher post 16 qualification in a HR or business-related subject • CIPD Qualified to Level 7
Other		<ul style="list-style-type: none"> • Chartered Member of CIPD
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge all aspects of HR • Proficient in maintaining electronic records on an HRIS 	<ul style="list-style-type: none"> • An understanding of the not-for-profit sector.

Experience	<ul style="list-style-type: none"> • Good understanding of employment law. • Demonstrable experience in a generalist HR role at officer or manager level. 	<ul style="list-style-type: none"> • Experience working in third sector environment. • Experience in a visitor attraction or hospitality environment • Experience of working with an external HR partner.
Skills	<ul style="list-style-type: none"> • Exceptional interpersonal skills. • Excellent communication skills, both written and verbal. • Ability to understand who the key influencers and stakeholders are and how to engage and involve them where necessary. • Ability to consistently communicate effectively with individuals at all levels from both within and outside the organisation exercising an appropriate level of challenge, tact and diplomacy. • Ability to distil and present complex material in a straightforward and articulate manner. • Ability to treat staff information confidentially and respectfully. • Confident presenting information to staff, senior managers, and external stakeholders • Well-developed persuasion & negotiation skills. • The ability to prioritise and manage several different tasks at once. • Ability to work to deadlines. • Accuracy/Attention to detail. • Ability to solve problems as they arise. • Good organisational & administrative skills • Excellent planning abilities. • The ability to work independently and as part of a team. • Well-developed IT Skills. 	
Behaviour & Attitude	<ul style="list-style-type: none"> • Professional and approachable personality. • High levels of integrity. • Flexible approach to work and working hours. • Continuous improvement mindset. • Ability to build and maintain relationships with stakeholders. • Objective and calm. 	

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| | <ul style="list-style-type: none">• Empathetic.• Resilient.• Confident, polite, friendly and diplomatic manner.• Positive outlook.• Good sense of humour.• Highly motivated.• High degree of common sense and logical thinking.• Commitment to personal development.• High personal standards. |
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