



Job title:	HR Manager (Generalist) Maternity Cover
Department:	Human Resources
Responsible to:	Director
Responsible for:	Volunteer Coordinator
Liaison with:	Trustees; Senior Management Team; all staff; volunteers; Trade Union; third party education; training and skills providers; payroll providers
Hours	Full Time 37.5 hours a week (part time options negotiable)
Contract	Fixed Term Maternity Cover (Minimum of 9 months)
Level (if applicable)	Senior Management Team
Salary	£34,000

About the Garden

The National Botanic Garden of Wales is a charity dedicated to the advanced knowledge in the science of plants and related subjects, conservation of plant species, especially to use in Wales, Great Britain and the Western European Seaboard. We are the custodian of significant collections and heritage assets for Wales and a major tourist attraction.

As an organisation, we are committed to society's lifelong learning and we generate and share knowledge and engage across diverse communities, government, business and industry. We aim to enhance understanding of the interaction of people, plants, landscape and the environment in a sustainable future. As part of our diverse research, horticultural and education work, we advance public appreciation of Welsh culture and heritage and contribute to national efforts to create a prosperous, resilient, healthier and globally responsible Wales, with a vibrant culture and thriving Welsh language.

Our Mission

...to advance and share knowledge in the science of plants and inspire people's appreciation of flora, Welsh culture and heritage to enrich lives.

Our Values - CROESO

Collaboration - we succeed through teamwork, sharing knowledge and expertise - our 'can do' attitude enables us to be solutions-focused, adaptable and agile.

Respect - We value everyone, we are inclusive, respect differences and treat all with dignity.

Opportunity for All - Everyone has the right to be treated fairly and be offered opportunities.



Exemplar - As a national institution we hold ourselves to professional standards. We celebrate successes and contributions and learn from our failures.

Sustainability - We use sustainability as a lens for decision making to contribute to a globally responsible Wales and ensure our organisation's longevity.

Openness - We will act with integrity. We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

Description of Role

The HR Manager is responsible for developing a meaningful and achievable people focused strategy and operational plan for the Garden, to support the delivery of the Garden's Strategic Plan (2024-2026) and its objectives including being an employer and partner of choice. The role will seek to support the work of the Director, Senior Management Team (SMT), employees and volunteers.

In this Maternity cover role you will be a member of the SMT, contributing within your specialist field to critical and broad discussions on strategy, policy and planning. The role also provides advice and information to the Board of Trustees and its HR Committee.

The role involves leadership and management of the day-to-day HR operations, including employee relations, recruitment, compliance with employment law, training and benefits administration.

The HR Manager is also required to work closely with managers and staff to foster a positive and productive work environment and workplace culture, whilst ensuring compliance with UK employment law and regulations

Main Duties and Responsibilities

1.	Work in close partnership with management at all levels to prepare and implement a HR strategy that supports the delivery of the Garden's organisational priorities and development plans.
2.	Provide and analyse robust management information to inform workforce planning and strategic decision making.
3.	Keep up to date with applicable rules, regulations and legislation in the relevant professional fields and ensure that all work undertaken complies with legislation and relevant policies of the Garden.
4.	Ensure HR policies and other corporate documents are developed and up to date, reflect good current practice and are compliant with UK employment laws, working with our third-party consultancy.
5.	Provide an excellent, timely HR advisory service with high quality guidance and a consistent approach to all employee lifecycle matters including recruitment, new starter administration and induction.

	performance development and management, payroll and benefits absence management, flexible working and employee relations issues.
6.	Lead the strategic approach to training and development across the organisation, for paid staff and volunteer staff, including related performance management processes to develop the organisation and its capacity.
7.	Support the development of a culture that promotes equality and values diversity and inclusion, through implementation of appropriate systems and staff training and cultural change.
8.	Support and coach managers on employee relation issues and processes.
9.	Manage investigations and lead on complex employee relations issues.
10.	Provide quarterly reports to the Board and attend Board and the Board's HR Committee meetings.
11.	Maintain employee records, HR systems and ensure confidentiality in handling employee data.
12.	Develop, foster and maintain effective working relationships with recognised Trade Unions, other third parties and external bodies, actively promoting the work of the Garden and its reputation as an employer of choice.
13.	Any other duties as delegated by the Director.

PERSON SPECIFICATION

These are the qualifications, skills and experience identified as essential (or desirable where indicated) in meeting the standards of performance and contribution expected in this post. Please consider carefully how you can demonstrate, and give evidence of, matching this specification, in both your application and any interview (if short-listed).

Person Specification Strong verbal communication skills with the ability to influence and persuade.			Method of Assessment		
	Essential	Desirable	Application	Interview	Assessment
Qualifications	CIPD level 5 or above qualified or working towards. Education to degree level.	Other Management Qualification (e.g. MBA)	X		
Knowledge skills and abilities	Excellent communication skills, written and oral. High quality administration skills including proficient IT skills in Microsoft Office, reporting writing and record keeping. Up to date knowledge of Employment and Health & Safety legislation. Skills in resolving difficult situations. Collaborative working. The ability to contribute strategically.	Charity sector governance and operations A knowledge of Bradford Factor absence monitoring	X X X X	X X X X	
Experience	Working in a standalone role. Operating in a unionised environment.	Breathe HR platform.	X	X	

	Experience of providing advice to senior management. Experience of researching and writing policy documents and reports. A successful track record of leadership, motivating and developing staff, establishing networks and cross departmental working. User level knowledge of management systems relevant to the role.		X	
			X	
			X	X
			X	
Personal qualities	Ability to develop strong relationships. Good time management. Active listening and questioning skills. Ability to work independently and use initiative. Team player.		X	
			X	
			X	
			X	
				X
Additional requirements		The ability to work through the medium of Welsh (Level C1) or a commitment to learn	X	