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Human Resources Manager



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Recruiter	Bluebox HR
Location	Birmingham, West Midlands
Salary	Circa £35,000 to £40,000
Posted	30 Sep 2015
Closes	30 Oct 2015
Ref	BB267/DTW
Sector	Public Sector, Arts & Heritage, Charity, Community
Function	HR & Training
Job Type	Manager
Hours	Permanent

HR Manager – Birmingham – £35,000 to £40,000.

Birmingham Museums Trust is an independent charity, set up in 2012 to showcase and care for Birmingham's museum collection on behalf of the people of Birmingham. The collection is one of the best of any city in England. It is housed in nine wonderful locations – Birmingham Museum & Art Gallery, Thinktank, Aston Hall, Blakesley Hall, Museum of the Jewellery Quarter, Sarehole Mill, Soho House, Weoley Castle and the Museum Collections Centre. The Trust employs circa 200 people in an eclectic range of roles ranging from curators and conservation experts to catering and customer service specialists.

The Trust is now looking to appoint an HR Manager to play a significant role in the organisation's ongoing journey towards becoming a more commercially-thinking customer-facing business. Reporting to the Directors, the HR Manager will be responsible for the provision of a comprehensive and high quality HR service at both a strategic and operational level.

This is a full generalist HR role encompassing:

- Review, development and maintenance of HR policies, procedures, processes and systems.
- Management and delivery of HR information and reporting.
- Playing a major role in organisational change.
- Leading on all employee relations activities and issues.
- Maintaining and developing relationships with external agencies.
- Championing equality and diversity within the organisation.
- Management and development of a small team.

What will excite you about this role is the current HR agenda:

- Creation and implementation of an employee engagement programme.
- Increasing flexibility and multi-skilling across the organisation.
- Full review of policies and procedures.
- Sourcing and implementation of a new HR system and accompanying efficient methods of working.
- Strengthening and expansion of internal communications.
- Compensation and benefits review.
- Creation and delivery of internal training initiatives.

The role requires an HR professional with a demonstrable track record in providing a complete HR service in a similar sized organisation. You will be of graduate calibre, CIPD qualified and will have a strong HR generalist background. A detailed working knowledge of UK employment law is essential, as are highly developed communication and influencing skills. Equally important will be your enthusiasm, robustness, drive and 'can-do' approach.

The remuneration on offer will reflect the level of the candidate appointed.

To apply in confidence, please email your CV and current salary details, quoting reference BB267/DTW, to Mike Archer at Bluebox HR, our retained consultants, by clicking the Apply button.

All applications will be forwarded to Mike Archer. No applications through agencies please.

Bluebox HR Limited, Kavannah House, 251 Alcester Road South, Kings Heath, Birmingham B14 6DT

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