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| A | **Post Details** | | | |
|  | Job Title: | HR Information & Content Manager | Function: | HR |
|  | Location: | 4 More London/Hybrid | Unique Post Number: |  |
|  | Reports To: | Head of HR Services | Grade: | MG1 |
| B | **Purpose of the Job** | | | |
|  | To deliver a full review of HR policies, reformatting them to be engaging, inclusive and accessible on our MySoutheastern Sharepoint platform. | | | |
| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9 | Develop an agreed plan with HR colleagues to review all HR policies over 18 months.  Review and revise policies to be engaging, inclusive and accessible, suggesting alternative formats where necessary.  Author a new Southeastern Trains Colleague Handbook, reducing the numbers of policies in the process.  Using external best practice and ACAS guidance, draft best in class Discipline, Grievance and Harassment policies for agreement with Trades Unions (ASLEF, RMT, TSSA).  Archive old policy material to ensure a full record is available.  Re-structure the MySoutheastern HR Policies pages to become accessible and present HR information more clearly.  Re-design the MySoutheastern HR pages to reflect the Thrive Strategy, HR Business Plan and HR structures.  Review utilisation of the MySoutheastern HR pages and design pages to increase traffic to them for simple HR related questions.  Work collaboratively with HR teams to re-design their pages and content. | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | x |
| D2 | This is a KEY SAFETY POST or nominated deputy | Yes |  | No | x |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | Yes |  | No | x |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | x |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | x |
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| E | **Decision making Authority** | | | | |
| E1 |  | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 |  | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications (including any specific safety training requirements) Experience of writing and implementing policy & procedure including MS Sharepoint intranet and website content/material.  Experience of communication and written skills to a diverse audience.  Proficient in the use of MS Excel, Powerpoint and Word.  Determine accuracy and relevance in conjunction with legislation, regulation and organisation ambition, local best practice and culture.  Write and/or re-write, style and tone to reflect a diverse population.  Consolidate and simplify, making information more easily accessible.  Summarise information, adding metadata to strengthen search capability.  Knowledge and experience of UK employment legislation.  Qualifications:  Assoc CIPD (minimum). |
| G2 | Skills (including any specific safety critical competencies) Creative content development.  Strong interest in what motivates and engages colleagues.  Confident in challenging existing ways of working and perceptions. |
| G3 | Behaviours Leading without authority.  Effective collaborator.  Organised and efficient.  Self-starting and able to work to challenging deadlines.  Integrity, fairness and consistency. |
| G4 | **Other** |

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| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | |  | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |