



WE DELETE BLOOD CANCER

Job Title: HR Manager	Department: CEO Office
Reports to Country Managers	Direct Reports 2
Location London, Chiswick	Terms of Employment Full time – 37.5 hours per week Monday to Friday
Salary: £55,000 pa	

About DKMS

We are a values led not-for-profit organisation with a *clear* mission to give as many second chances at life to all patients impacted by blood cancers and blood disorders. We want to invite *open-minded* and *courageous* people to consider us as an employer of choice as we grow in the UK. We aim to inspire you into choosing to take your career in our direction; to do something that allows you to pursue your professional passion and give you a purpose beyond simply executing your role. Your work will literally impact the lives of blood cancer patients and their families.

Every day, we help save lives by adding more potential donors to the stem cell registry and connecting patients in need of a transplant with matching donors who can make it happen. You will be part of a growing international not-for-profit where *fairness* creativity, initiative, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors and save more lives.

Purpose

The HR Manager reports directly to the Country Managers and is a member of the UK Senior Leadership Team. You will be responsible for the strategic direction and implementation of HR plans, policies and initiatives. By providing a proactive HR service, you will ensure that managers and employees are equipped with the tools and education to deliver best-in-class management and leadership practices.

HR Department

The HR department is responsible for the entire employment lifecycle from recruitment, induction, training and development, payroll and benefits, to exit. We aim to provide a supportive and educational HR experience for all stakeholders and to collaborate with Head of Department to recruit, develop and retain diverse and talented employees who are key to the success of DKMS.

Key Responsibilities

Lead in the design and implementation of a modern, proactive and collaborative HR function. Develop & deliver the HR strategies/plans that support our organisational aims and objectives.

1. Directly accountable for a team of 2 and indirectly accountable for the actions of the Head-Of leadership cohort, in:
 - a. delivering all aspects of the recruitment and selection process, including:
 - Liaising with Heads of Department on resourcing strategies and planning
 - Preparing job descriptions and person specifications
 - Advertising vacancies, monitoring interest and taking remedial action when necessary
 - Negotiating with recruitment agencies
 - Managing interviews
 - Preparation of employment contracts
 - Reference and document checks
 - b. Leading in the delivery of a modern HR strategy that is proactive, collaborative and drives cultural change across the organisation, as taken from the umbrella UK strategic plans.



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2. Develop, implement and maintain the induction programme.
3. Manage the delivery of a robust Performance Management System. Ensure all staff receive regular reviews during their probationary period and oversee the annual appraisal process.
4. Support the training and development of all staff. Identify external training partners and book training courses.
5. Manage employee pay and reward system including preparation of payroll files, bonus calculations, administering pension scheme, season ticket loans and cycle to work scheme.
6. Administer requests for flexible working, maternity/paternity/adoption leave, time off for dependents etc.
7. Manage employee relations issues such as grievance, disciplinary and dismissal in accordance with company policy and employment legislation.
8. Support Heads of Department and managers by providing recommendations and solutions to HR issues and advising on employment legislation when necessary.
9. Review, develop and advise on HR policies and procedures; ensuring these are effective for the business and reflect current legislation and best practice.
10. Maintain accurate and up to date personnel files both in hard copy and electronically, ensuring compliance with Data Protection legislation.
11. Prepare and manage the HR budget and report on current and future staffing costs.
12. Analyse and interpret data relating to a number of topics such as recruitment, diversity, staff absence and turnover. Provide reports and initiate appropriate follow-up action.
13. Take forward DKMS' culture and values, and support Heads of Department and managers in embedding the unique culture in all organisational activities.
14. Work closely with the International HR Group to share best practice and collaborate on international projects and initiatives.
15. Ensure the company is in compliance with corporate and legal requirements
16. Any other duties as requested by the Country Managers within the reasonable scope of the role.

Person Specification

1. Educated to degree level in Human Resources, Business Management and/or a related field
2. CIPD, PHR or SPHR Certification preferred
3. Minimum of seven years work experience in a Human Resources setting and five years management and generalist experience, preferably in not for profit or healthcare
4. Proven HR generalist duties
5. Solid knowledge of UK employment legislation.
6. Excellent communication skills with the ability to present ideas clearly and concisely both in writing and verbally.
7. Ability to develop effective working relationships at all levels of the organisation and a strong customer service approach.
8. An ability to maintain confidentiality and act with discretion and diplomacy.
9. Excellent administration and organisational skills.
10. Ability to manage a varied workload and manage competing priorities.



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11. Ability to work calmly and positively under pressure.
12. Flexible approach with the ability to adapt to new and changing situations.
13. Ability to identify problems and suggest solutions.
14. Strong influencing and negotiation skills.
15. Excellent IT knowledge and skills, with an ability to be self-supporting
16. An understanding of the DKMS mission.

Conditions of Employment

- Full-time 37.5 hour week, Monday to Friday (9am – 5pm).
- 25 days' holiday per annum (plus public holidays), increasing by length of service.

Benefits

- Salary sacrifice pension scheme – automatic enrolment contribution rate: 3% (min) employee, 5% employer.
- Life Assurance (Group Life Policy) 4x annual salary and access to Aviva Digicare+
- Employee Assistance Programme
- Corporate Eye Care Scheme
- Cycle to Work Scheme
- Season Ticket Loan



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DKMS VALUES

At the Heart of our Culture are the Values

- These are rules, rituals and standards that we can all agree on, that we live by every day and that influence our actions and feelings.
- We measure others and ourselves against them.
- These values are not rigid, but are an expression of our culture and can be constantly be developed and experienced in new ways.

CLEAR

We communicate clearly and comprehensibly, act consistently and make clear decisions

OPEN-MINDED

We are open to feedback, changes, other opinions and new ideas. Our actions and thinking are transparent. We share knowledge and information with each other. At times we might be unable to disclose the details of new projects, but we will keep staff informed and share more information

COURAGEOUS

We are forward thinking. We see opportunities and seize them, even in the face of resistance. We play to our strengths and use them wisely to fulfill with our mission. At the same time, we are always evolving and happy to venture onto new ground.

FAIR

Our mutual interaction is characterized by appreciation, fairness and respect. We act predictably and thoughtfully.