

JOB PROFILE

JOB INFORMATION

Job Title	Interim HR Generalist – 9 month contract to end March 2027	Department	HR
Job Family	HR	Reports to	Head of HR
Grade	F (£37,563 - £47,665)	SMCR Role	No
Location	Merseyside / Tameside / Bradford	No. of Direct Reports	None

JOB PURPOSE

- Managing compliance with the SMF and SMCR process including tracking progress on vetting, setting up the (revised) certification regime to ensure regulatory compliance.
- Act as a liaison point with the Managed Service provider on offer letter, contracts, changes letters etc.
- Handling ER queries, grievances, performance issues and managing ER cases from end to end.
- Research, develop, educate, and embed new HR policies for Northern with colleagues and managers.
- Prepare a welcoming and engaging Day One experience for colleagues who will TUPE over.
- Design an appropriate Induction Plan for Northern and deliver it for new starters.
- Design and implement an appropriate on-boarding experience for transferees and new hires.
- Build out and manage the HR section of the new intranet.
- Ensure readiness to take over and manage apprenticeships schemes that transfer over and establish and maintain new apprenticeship / intern / graduate schemes in readiness for 2027 launch.
- Provide general support for hiring new roles as required.
- Input to other HR projects and initiatives as required.
- Oversight of all mandatory training including analysis and insights into data / statistics.
- Ownership of MI and reporting for the function.
- Prepare data for payroll ensuring accuracy of data and submissions, review output reports and escalate any issues to relevant stakeholders or outsourced payroll providers.
- Investigate employee benefits and set up new benefit schemes as appropriate, subject to approval.
- A range of other tasks and activities as required in a start-up business in readiness for regulatory approval.

Key Responsibilities

Key Responsibility 1 - SMF and SMCR Support and Compliance

- Engage with individuals covered by both regimes and ensure they are completing process requirements eg requests for vetting data

	- Collate all documentation in support of the SMF and new Certified regime, working with Head of HR and / or PwC to ensure all FCA regulatory requirements are met. Key Responsibility 2 – Employee relations case management - Set up an ER case tracker to track all employment ER queries, grievances, performance and conduct cases. - Provide HR Consultant support to line managers in line with policy and process, supporting case hearings and outcomes. Key Responsibility 3 – HR Policies and Processes - Ensure existing policies transferred over at the point of transition are updated, liaising with the Managed Services team to update accordingly. - Research, develop, draft and seek approval for new HR policies related to Northern LGPS. - Embed all HR policies, ensuring ease of access, employee awareness and manager education is and coaching is in place. - Ensure familiarity with all key processes supported by the Managed Services team to provide a seamless service to colleagues and managers. Key Responsibility 4 – Onboarding and Induction - Design, implement and maintain an appropriate on-boarding and induction programme for both TUPE transfers in and new hires that ensures an engaging experience as well as dovetails into the Compliance requirements (mandatory training). Key Responsibility 5 – HR Intranet - Build out and maintain an engaging colleague HR intranet site, liaising with Comms and other appropriate functions to ensure this is up to date. Key Responsibility 7 – Apprenticeships, interns and graduate schemes - Liaise with the 3 HR Managers in the respective councils to ensure arrangements are in place to support Apprenticeship schemes at the point of transfer. - Support the Head of HR to shape, build and develop out appropriate schemes to hire and maintain early careers and development programmes for the organisation.
Functional accountabilities	SMF and SMCR compliance

KEY INTERACTIONS (examples quoted below for reference only)	
Internal	External
- Interim Head of HR - Programme Director - C-Suite - Head of Compliance - Pension Directors from the Pool	- Managed Service provider - Other third-party service providers - Regulators - Council HR Managers - External auditors