

Job description

HR Manager (part time)

Updated Tuesday 24 March 2026

Job Title:	HR Manager (part time)
Department:	Administration
Responsible To:	Assistant General Secretary (AGS)
Salary Scale:	26 (0.6 FTE)
	The role is Part Time: 4.5 hours per day 5 days per week

Purpose

- To handle day-to day operational HR for our MU staff of 60+ employees
- To advise on development and implementation of HR strategy and culture across the organisation
- To implement and lead on implementation of HR strategy and culture across the organisation

This is a senior, hands-on HR Manager role with a clear focus on proportionate, high quality HR delivery appropriate to a 0.6 FTE post.

Main duties and responsibilities

Regular / Operation HR

- Go to Point of contact for staff around HR issues
- Regularly update staff and managers on HR related issues via MU Hub (internal staff portal / network)
- Administer daily / weekly / monthly HR tasks e.g. payroll memos, management of annual leave and absence software, in conjunction with appropriate colleagues e.g. finance
- Responsibility for staff contracts, letters, and related legal issues e.g. employment law, GDPR
- Interface and consult where appropriate with staff GMB Union reps in conjunction with AGS

- Responsibility for maintaining accurate HR and personnel records
- Responsibility for occupational health / staff wellbeing provision
- Oversee and administer HR processes, participating as required e.g. disciplinary, grievance, flexible working requests, maternity advice and provision

Policy and Culture Work

- Implement progressive ED&I approaches to HR in consultation with Head of ED&I and AGS
- Ensure Union policy and contracting remains in line with updates to Employment Law and good practice in collaboration with AGS whom has overall HR responsibility
- Oversee creation, consultation, roll out, review and update, of organisational HR policies in collaboration with AGS whom has overall HR responsibility

Recruitment and Induction

- Oversee and administer recruitment and induction process in line with MU recruitment policy (recruitment in conjunction with colleagues and third parties with responsibilities in this area)
- Developing employee retention strategies and improving company culture

HR Related Training

- Setup and deliver where appropriate, HR related training for staff and managers
- Implement and monitor essential staff training in collaboration with colleagues with responsibilities in this area

Strategy

- Carryout project and report work (e.g. on areas of policy or strategic change) in conjunction with AGS whom has overall HR responsibility
- Input / advise on overall staffing levels and requirements in collaboration with AGS whom has overall HR responsibility
- Input / advise on areas of change (e.g. role of AI in the workplace) alongside AGS with HR responsibility. Union consultation, and internal working groups as appropriate

Person Specification

Essential

- Substantial knowledge and experience of delivering operational HR within a small to medium sized organisation, including hands-on responsibility for employee relations, contracts, policies and people processes
- Sound and up to date knowledge of UK employment law and HR good practice, with the ability to apply this confidently and pragmatically in a live organisational setting
- Experience of managing and advising on employee relations matters, including disciplinary, grievance, absence, flexible working and family related issues
- Experience of developing, reviewing and implementing HR policies and procedures, including consultation with staff and/or recognised trade unions
- Experience of supporting and advising managers at different levels of the organisation on people management issues
- Ability to build effective, constructive working relationships with staff, managers and trade union representatives
- Experience of recruitment and induction processes, including advising on job descriptions, shortlisting, interviews and onboarding
- An understanding of Equality, Diversity & Inclusion principles, with experience of embedding inclusive practice within HR policies and processes
- Excellent interpersonal, communication and organisational skills, with the ability to explain complex HR or legal issues clearly and sensitively
- Ability to prioritise and manage a varied workload, working autonomously while meeting deadlines and maintaining accuracy
- A collaborative team worker who can work closely with colleagues across departments and maintain open lines of communication
- High levels of integrity, discretion and professionalism, with the ability to handle sensitive and confidential matters appropriately
- A commitment to the values and objectives of the trade union movement, and an understanding of the context in which a trade union operates

Desirable

- Experience of working in a trade union, membership organisation, third sector or values led organisation
- Experience of operating as a standalone or lead HR professional, or within a small HR team
- Experience of working in a unionised environment, including engagement with recognised staff trade unions
- Experience of contributing to HR strategy, organisational culture change or people focused projects
- Experience of designing or delivering HR related training for staff and / or managers
- Familiarity with HR systems (e.g. absence or leave management systems) and digital approaches to HR administration
- CIPD Level 5 or above or other relevant professional certifications
- Knowledge of, or interest in, the music or wider creative industries