

Job description – HR Network Manager

The Institute

The Institute for Employment Studies (IES) is a leading independent centre for research and evidence-based consultancy. Based in Brighton, IES can provide you with an unparalleled opportunity to get involved at the forefront of evidence-based research, to help bring about sustainable improvements in employment policy and human resource management. We are a registered charity, with over 40 multidisciplinary staff, plus UK and international associates.

For more information on the work that we do and clients we work with, please visit <https://www.employment-studies.co.uk/>.

Role Purpose:

To manage and develop IES' HR Network sustainably through: oversight and delivery of the annual programme; managing and developing the relationship with members, supporters, colleagues and associates; and supporting in HR consultancy and research work. To contribute to the management of the IES Fellows' Network.

Reports to:

Director HR Consultancy & Research

What success could look like:

- Development of potential new business from Network members.
- A growing Supporter group.
- Conversion of Supporters to Members.
- Annual programme of events and webinars running and well attended.
- Stable or growing membership.
- Members making positive recommendations to others to join.
- Steady positive social media referencing of the HR Network and IES.

Key Responsibilities:

HR Network Strategy and Delivery Plan

- To maintain a detailed understanding of the IES offer, competitors and our market.
- To plan and manage the annual programme for the HR Network that includes:
 - 4 quarterly events for Network members,
 - the HR Directors' Retreat,
 - a programme of webinars for members and supporters.
- To make proposals for the development of the HR Network and lead implementation of changes.
- To manage the budget for the HR Network.

Members and Supporters

- To plan and develop on an annual basis the relationship with members.
- To support in the delivery of HR consultancy and research work with Network members.
- To plan and manage focused business development with supporters.
- To identify and target prospects for developing relationships and new business.
- To present to prospective supporters, network members or clients.
- To coordinate the work of colleagues and associates with Network members.

Dissemination, Communication & Marketing

- To liaise with colleagues to ensure appropriate research is shared with members before public release.
- To actively publicise the HR Network internally and externally.
- To lead the development of the social media presence for the HR Network and to ensure an active and relevant LinkedIn Group.
- To produce regular management reports on the HR Network.
- To plan and manage mailshots to Network members and supporters.

Wider IES contribution

- To contribute to the management of the IES Fellows' Network.

- To contribute to other IES projects as required.
- To be an active citizen of IES contributing to the broader Institute.

Other requirements of the role

- Travel is likely to be required to meet with HR Network members.
- It is envisaged that this is a full time role.

Person specification

The successful candidate will be capable of achieving the tasks outlined in the job description independently, and should have demonstrable ability of the key skills and experience referenced.

Essential

- Current awareness of developments in HR, key market trends and workforce issues.
- Knowledge of a programme of research.
- Excellent relationship management and influencing skills at all levels.
- Excellent written and verbal communications skills, including presentation skills.
- Strong organisational skills and the ability to manage competing priorities.
- Analytical skills.
- An understanding of the challenges facing HR professionals.
- An interest in employment policy.

Desirable

- Experience working in an academic or research environment.
- Experience of project management.
- Ability to use social media to promote the HR Network and IES.

Experience

- Managing client relationships.
- Developing new business.

What we offer you

Salary: £28,000- £33,000 with an entitlement to an annual pay review subject to performance.

The starting salary will depend on the expertise and experience the successful candidate brings to the job.

This role is offered as a permanent full time position but flexible working options, such as some home working or compressed hours pattern will be considered.

The job will be subject to a six month probationary period.

In addition, we offer:

- a salary supplement, depending on the Institute's financial performance;
- a contributory career-average defined-benefit pension scheme (USS), to which IES pays a monthly contribution of 19.5 per cent of basic salary and staff pay 8.8 per cent;
- 27 days' annual leave plus four Christmas closure days and bank holidays.

This job will be based at the Institute's head office in Brighton.

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

How to apply

Please send a covering letter, along with your CV, demonstrating how you feel your skills and experience to date will add value to the management and development of the HR Network, using the job description and person specification as a reference.

You can download an equal opportunities form on the vacancy page of the IES website, found here: <http://www.employment-studies.co.uk/vacancies>.

Please return your covering letter, CV and equal opportunities form to:

Email: careers@employment-studies.co.uk

or

Post: Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL

If you wish to have an informal discussion with Ed Griffin, Director of HR Research and Consultancy, please telephone: 01273 763456 and we can arrange this.

Closing date for applications: **Monday 12 August 2019**

Interview date: **Wednesday 21 August 2019**

