

Ramsey Town Commissioners

Job Description

Designation: Human Resources Business Partner (Part-Time, 20 hours per week – Fixed Term Contract – 3 years)

Accountability: Chief Executive / Senior Management Team

Main Purpose of the Job

To provide strategic and operational HR support across the organisation, embedding HR practices and systems within Ramsey Town Commissioners. The role will focus on enabling best practice in recruitment, retention, employee relations, performance management, staff development, and compliance with HR policies. This role will serve as a key liaison with Union representatives and ensure maintenance and development of the People HR system.

Management Responsibility

The post is accountable to the Chief Executive and has no direct line management responsibilities but will be expected to advise and support line managers.

Duties and Responsibilities

Recruitment & Onboarding

- Lead and coordinate recruitment campaigns, including drafting job descriptions, advertisements, shortlisting, interviews, and onboarding processes.
- Ensure consistent and compliant onboarding practices are applied across departments.

Employee Relations

- Support and advise managers on handling disciplinary and grievance matters in line with policy and best practice.
- Serve as the key point of contact for Union liaison, maintaining productive working relationships and facilitating dispute resolution when required.

HR Systems and Data

- Administer and maintain the People HR system, ensuring accurate and up-to-date employee records.
- Conduct regular audits and produce analytical reports on HR metrics, including turnover, absence, and staff demographics.

Performance and Development

- Coordinate the Personal Development Review (PDR) process and collate feedback for organisational development planning.
- Maintain and update training matrices and work with managers to identify and address training needs.

Policy and Compliance

- Review and update HR policies and procedures, ensuring alignment with current legislation and best practice.
- Promote awareness and adherence to HR policies and procedures across the organisation.

Staff Wellbeing and Retention

- Develop initiatives to support staff wellbeing and improve retention.
- Manage exit processes including exit interviews, feedback analysis and reporting.

Other Duties

- Provide strategic HR input to the Senior Management Team as required.
- Perform other HR-related duties as may reasonably be requested by the Chief Executive or senior officers

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Qualifications	CIPD Level 5 or above in Human Resource Management	Chartered Member of CIPD	Application/CV
Experience	Substantial generalist HR experience, ideally in a public or unionised setting	Experience of local government HR	Application/CV/Interview
	Proven experience in managing employee relations issues	Experience using People HR or equivalent HRIS	Application/CV/Interview
	Experience in recruitment, onboarding and performance management		
Knowledge & Skills	Strong knowledge of employment law and best HR practices	Understanding of Isle of Man employment law	Application/CV/Interview

	Excellent interpersonal and influencing skills		Application/CV/Interview
	Strong written and verbal communication skills		
	Proficient in Microsoft Office and HR systems		
Disposition	Ability to work independently and collaboratively		Application/CV/Interview
	Discreet, trustworthy, and professional		
	Ability to prioritise and meet deadlines in a part-time role		
Circumstances	Isle of Man Worker		CV/Application