**Job Description**

|  |
| --- |
| **Job Title:** HR Manager (Maternity Cover)**Reporting To:** Financial Director**Job Purpose:**To lead and develop the Human Resources function across the business. Responsibility to ensure that a first class HR service is provided to the employee group. |
| **Key Responsibilities*** Involvement in the initial stages of company recruitment
* Organise and attend recruitment exhibitions to represent company and jobs on offer (Local council events, Colleges, Universities).
* Liaise with colleges, schools to arrange training programmes/employment opportunities.
* Complete regulatory returns as required
* Draft, format and print relevant documentation; letters contracts
* Liaise with third party HR consultancy firm in designing policies
* Provide HR advice and guidance to all depts. within the business
* Support Line Managers in dealing with disciplinaries, grievances, absence and performance management issues
* To manage and assist the part time Payroll Administrator to ensure that all payroll processing responsibilities are achieved.
* To cover the weekly payroll during holidays or absence.
* To brief the Board of Directors regarding new employment legislation as appropriate
* Involvement in various strategic HR projects
* Monitor, understand and develop employee relations
* Developing and promoting the company staff welfare scheme
* Responsibility for designing, and implementing the Company Training Programme for both obligatory and discretionary training. Identifying learning and development opportunities
* Responsibility for our Employee Benefits for new starters and leaver
* Provide relevant HR information to Managers and Directors
* Any other reasonable duties as may be required
 |

**PERSON SPECIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** HR Manager (Maternity Cover)

|  |  |  |
| --- | --- | --- |
| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * Minimum of 3 years’ post-graduate in HR degree or 2 years post CIPD Qualified Level 5
* Minimum 2 years in a HR Role
* Math & English qualifications to GCSE (or equivalent)
 | * Third level education
* CIPD Qualified Level 7 or working towards
 |
| Relevant Experience | * Experience in dealing with core HR issues, including disciplinary & grievance
* Evidence of undertaking HR projects
* Ability to liaise with all employees from shop floor to Director level.
* Previous weekly payroll experience
* Experience of managing staff
 | * Experience gained in 200+ employee environment
* Experience in a manufacturing environment
 |
| Skills & Competencies | * Highly organised with excellent interpersonal skills
* Evidence of effective planning and time management abilities
* Understanding and awareness of current legislation affecting employees and employers
* Proficient in the use of MS Office software (particularly Excel)
 | * Ability to confidently engage with employees from shop floor to Director level
* Sound understanding of the Auto-Enrolment Pension scheme
 |
| Circumstances | * Able to work flexibly as required to meet business needs
 |  |

 |
|  |