**Job Description**

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| **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**

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| **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 |  | |
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