

JOB DESCRIPTION

Job Title	HR Manager
Department	Human Resources
Reports to	Sarah Birch – CEO

Job Purpose:

The HR Manager will lead and direct the functions of the Human Resources department including recruitment of staff, managing absence, and enforcing company policies and practices. Reporting to the CEO, the HR Manager will have overall responsibility of finding talent for NSF Controls, developing staff and managing any people issues during the life cycle of the employee. There will be a key focus on policy development, working with the union representative and empowering managers to improve attendance and engagement within the company.

Responsibilities:

- Deal with daily HR enquiries, supporting managers with their teams.
- Manage employee relations casework including dispute resolutions, disciplinarys, grievances, absence, retirement and redundancy.
- Liaise with the Union Representative about all employee related issues.
- Apply HR and business knowledge evidencing appropriate decision-making skills.
- Advise managers on the terms and conditions of employment and knowledge share best practice with them.
- Develop HR policy and procedures to drive performance and mitigate disputes.
- Promote & manage employee wellbeing.
- Administer employee related paperwork, such as employment contracts, new starter packs and other letters.
- Provide advice on recruitment and selection strategies.
- Manage the recruitment process – this may include writing job descriptions and preparing interview questions and application forms etc.
- Carry out new starter inductions.
- Lead on learning and development of employees.
- Manage talent pools and succession planning.
- Drive alignment between HR strategy and business goals.
- Continuously monitor and review HR policies and processes and implement changes where necessary and in line with legislation.
- Participate in the implementation of specific projects, procedures and guidelines to help align the workforce with the strategic goals of the organisation.
- Support change management processes.
- Introduce and manage an NSF Controls appraisal system and conducting of appraisal meetings.

Experience/Skills:

- CIPD Qualified (essential).
- Proven HR generalist with a minimum of five years' experience (essential).

- Experience of working in a unionised environment (desirable).
- Industry knowledge and experience (desirable).
- Exceptional organisational and communication skills is required together with proven leadership capabilities and solid knowledge of employment legislation and its application.
- Strong resilience and conflict resolution.
- You will be a proactive team player with strong customer service and problem-solving skills.
- Experienced in developing and supporting line managers through change.
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial.
- Self-motivated and able to work under own autonomy or as part of a team.

This job description details the key elements of the role and is not an exhaustive list of all duties. Job roles evolve over time and job holders may be required to complete additional tasks in line with business needs.