

JOB DESCRIPTION

JOB TITLE: HR Manager

RESPONSIBLE TO: Managing Director

OBJECTIVES:

To nurture our people, build high performance teams and make Guthrie Douglas an amazing place to work and learn.

To provide a comprehensive HR service that supports and develops all Directors and Employees in line with the objectives of the company.

MAIN DUTIES AND RESPONSIBILITIES:

1. Provide advice and assistance to the company directors regarding HR and payroll matters.
2. Coach and support directors and line managers in all aspects of people management.
3. Work with the directors to identify, develop and retain talent.
4. Create and manage HR processes to maintain and improve the performance and wellbeing of our people.
5. Co-ordinate all recruitment activities, running campaigns thoughtfully and efficiently to attract the best people.
6. Prepare and maintain contracts of employment and other associated paperwork including personnel files and the company handbook.
7. Create and manage a training programme using both internal and external resources to encourage a culture of constant learning.
8. Monitor staff performance and keep records of sickness, absence and holidays. Review and manage disciplinary, grievance and appeal procedures.
9. Provide welfare and counselling support for all employees.
10. Prepare payroll and pension information and forward to payroll bureau in accordance with processing schedule
11. Advise directors on remuneration issues, salary comparisons and pay reviews.
12. Advise directors on developments and legislation relating to HR matters.
13. Liaise with Solicitors, ACAS, Tribunal Representatives, Government Agencies, Accountants, Insurance Representatives, suppliers and other external organisations.

14. Attend relevant seminars and business groups to represent the company and obtain information regarding relevant grants available, new legislation, local issues, etc.
15. Ensure that the Company's policies and procedures are maintained and updated according to current legislation and company announcements.
16. Contribute to the development of the strategic and operational plans for the business and prepare financial budgets for own areas of responsibility

PERSON SPECIFICATION

Skills & Characteristics

Essential

A positive, 'hands-on' approach
A passion for growing individuals and teams
Exceptional organisation and communication skills
Confidentiality and capable of operating and contributing at Senior Management and Board level
Accurate numeracy and literacy skills
Record keeping and minute-taking
Attention to detail
People skills and ability to engender team spirit
Considerate and empathetic
Decisive and confident
Flexible and self-motivated

Knowledge

Essential

Comprehensive HR knowledge
Employment Legislation
Commercially astute and capable of working at senior management level
Microsoft Office Software, including Word, Excel, and Outlook

Desirable

Payroll & Tax
Health and safety legislation

Experience

Essential

Hands on experience of applying HR principles in an SME environment
Running recruitment campaigns
Managing conflict
Improving performance
Budget management
Track record of working with integrity, confidentiality, and empathy

Desirable

Experience of preparing monthly payroll for processing

Qualifications

Desirable

Relevant CIPD qualification
Relevant payroll qualification
Relevant management qualification