

## Job Description

**Role:** Human Resources Manager  
**Reports to:** Managing Partner  
**Department:** Human Resources

### Purpose of Role

To develop the people plan for the Company by analysing the plans and needs of the business. To provide support and give advice to partners and employees on the company's policies and procedures and to oversee that HR administrative tasks are completed in a timely and efficient manner. To drive the implementation of new HR initiatives created by the role holder and the board.

### Key Responsibilities

- Using HR management information and business plans, develop the people strategy for the Company
- Leading and implementing organisational change and resource requirements, including managing the recruitment process at all levels in conjunction with people managers
- Working closely with line managers, providing them with expert guidance, coaching and support on the full range of HR activities
- Manage the Performance Evaluation process ensuring that reviews are carried out in a timely manner and actions are followed up
- Create an annual training plan, in line with outputs from individual Performance Development Reviews and in consultation with managers, follow up individual developments needs and source external training provision as and when required, monitoring training costs against budget
- To review and maintain a competitive reward strategy ensuring the Company's competitiveness in the market and to increase talent in the business  
To contribute to the development of the culture of the organisation through creating ideas on employee engagement.
- Monitor HR trends throughout the business and provide management information on Key Performance Indicators to the board as appropriate

### Experience and Knowledge

- Previous experience in a standalone or autonomous HR Manager role
- Extensive background in dealing with a broad range of HR activities

- Experience of working with and delivering against a business people plan and proven experience of effecting change in organisations
- Experience of improving business performance through a people plan
- Understanding of organisational design and change management processes
- Good knowledge of employment legislation
- Knowledge of HR systems and production of key metric data.
- Experience of working in a legal environment is desirable

#### **Qualifications**

- Degree educated in business management or human resources practice or equivalent, with CIPD qualified status

#### **Skills Required Essential**

- Ability to influence through credibility by knowledge, experience and action
- Excellent interpersonal skills to form effective working relationships based on trust at all levels
- Ability to work in a challenging environment and meet conflicting demands.
- Strong written communication skills
- Ability to use analytical tools to analyse data and information and to provide recommendations for action
- Can focus on delivery and has excellent time management skills
- Strong attention to detail skills
- Understanding of the need for confidentiality
- Demonstrate flexibility and adaptability to be successful in a changing environment
- Proficient in the use of MS Office