

# **HR MANAGER**

**LOCATION:** Cornwall

**SALARY:** Minimum £20,000 depending upon experience

**JOB TYPE:** Permanent

**RESPONSIBLE TO:** The HR Manager is responsible to Managing Partner and also responsible to Practice Managers and Health & Safety Officer.

## **BENEFITS**

- ◆ Contributory Company Pension Scheme.
- ◆ Non-Contributory Company Healthcare Scheme
- ◆ 25 days Annual Leave & Statutory days.
- ◆ Mileage Allowance

## **DESCRIPTION**

A well respected and professional legal practice with traditional values, quality of service, integrity and success, is looking for a qualified generalist Human Resources Professional to cover the overall management of HR processes and procedures.

This role will be based within the company's busy "Hub" office but will also incorporate the six further offices in the region, five in Cornwall and one in Devon.

## **KEY TASKS AND MAIN PURPOSE OF THE JOB:**

- ◆ To provide advice and support on all operational issues relating to employment of our people. Developing a resourcing strategy and review the strategy on an ongoing basis.
- ◆ Manage the induction process reviewing outcomes and implementing improvements.
- ◆ Deliver management development.
- ◆ Conduct TNA (during appraisals process), to establish a training plan.
- ◆ Assist in the mentoring process of all trainees
- ◆ Management of temporary staff and locums.
- ◆ Manage employee relations issues
- ◆ Identify opportunities to improve results through performance management, appraisal, discipline, sickness and absence management and payroll.
- ◆ Ensure all records are accurate and up to date, and introduce and implement new software for this purpose.
- ◆ To support, advise and influence HR & Health & Safety strategy.
- ◆ To maximize the level of skill and capability available throughout the organisation, thus ensuring effective organisation and employee development.
- ◆ To ensure effective HR policy/procedural development and administration provides equality in the management of our human resources and improves employee relations.

- ◆ Be responsible for manpower planning, providing advice and guidance, coaching employee relations

### **PERSONALITY**

We are seeking a dynamic and organised Personnel practitioner for this new generalist role at a professional firm of seven offices, which has 152 employees at present.

As a member of the Management team you will be required to support, advise and influence the day-to-day HR activities whilst contributing at a strategic level to longer-term HR, Health & Safety and Business Wide issues.

This very much a "hands on" role, with involvement in varied activities at all levels of the business. You will need to feel comfortable with "managing and doing" all aspects of the role, including administration.

### **YOU SHOULD BE ABLE TO;**

- ◆ Maintain effective relationship with all staff within the organisation.
- ◆ Manage a variety of facilities contracts, namely Recruiting, Cleaning and Catering Services.
- ◆ Manage a Budget for Personnel, Training and Health & Safety expenditure.
- ◆ Display excellent interpersonal skills
- ◆ Show a confident and enthusiastic approach to your duties

The successful candidate will be an open-minded, flexible individual who is used to, and willing to, embrace change. They will be a Graduate Member of the Chartered Institute of Personnel and Development, have a proven track record in generalist HR practice within a professional environment such as, accountants, medical practice or solicitors, possess an in-depth knowledge of, and an ability to demonstrate a commitment to, equal opportunities and diversity. Proven experience of meeting the needs of internal and external customers and have an in depth knowledge of current employment legislation is essential. Previous team management experience is also desirable.