Job Description

Job Title: HR Manager
Reports to: Head of HR Operations
Department: Human Resources
Hours of work: 8.30am – 5.30pm Monday to Friday

Objectives

The HR Manager plays a vital role in supporting the employees of the company and the HR department by managing employee relations activities, ensuring that legislation is adhered to and that employees are used in the most effective manner for both the company and the employee. It is important to monitor and influence fairness and consistency in all activities connected with the management of employees.

Responsibilities

- Support in managing and coaching the HR Advisors.
- Support managers on operational employee relations matters, TUPE and employment tribunals to minimise business risk.
- Contribute to a multitude of HR activities to drive business performance and influence change across the business.
- Support the senior team to actively manage the careers of their people, utilising people review tools and L&D.
- Support the implementation of people strategies that directly support the achievement of business goals.
- Use management information, HR stats and feedback to identify opportunities to improve business performance.
- Build honest, open and challenging business relationships which can be leveraged to make things happen.
- Guide and influence line managers to ensure fairness and consistency in decision making.
- Review and, where necessary, update HR policies/procedures, ensuring that they are compliant with legislation and best practice and disseminated to all employees.
- Ensure the company is kept up to date and informed of any upcoming relevant changes in legislation.
- Offer guidance and advice on any HR or policy related matters to the employees of the company.
- Be vigilant for possible fraudulent activity and if necessary raise a security incident report using the template accessible via the corporate Intranet.
- Periodically review Daisy Security Policies – centrally hosted on the Intranet - to ensure full compliance with current legal, regulatory and company requirements.
- If you are a Manager of staff, you must ensure:
  - your team are aware of their security responsibilities & know how to access Daisy Group Security Policies hosted on the Intranet;
  - the principles listed with the Daisy Group Security Policy Statement document are embedded within the operations of your team.
- Carry out any ‘ad hoc’ assignments as and when required.
- To be compliant with health and safety company policy and legislation.

Knowledge, Skills, Experience

- CIPD qualified with previous experience in an operational HR role.
- Excellent experiential knowledge of TUPE and redundancy scenarios.
- Strong employee relations experience and a full understanding of current employment legislation and TUPE.
- Previous experience of managing a variety of cases simultaneously.
- The ability to work as part of a team as well as remotely where required.
- Previous experience of working within a field-based or regional role within HR.
- Multi-site experience would be beneficial.
- Proven communication and interpersonal skills.
- The ability to work in a fast-paced environment and to be able to adapt to change quickly.
- The ability to work autonomous and as part of a team.
- You must hold a full UK driving license.

**Working Location/Environment**

Northampton