

Mid- Level HR Manager

Responsibilities

- Work closely with various departments, assisting line managers to understand and implement policies and procedures
- Promote the company's culture
- Liaise with a range of people involved in policy areas such as staff performance and health and safety
- Recruit staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates
- Make sure that prospective staff have the right to work in the UK.
- Develop and implement policies on issues like working conditions, performance management, disciplinary procedures and absence management
- Prepare staff handbooks
- Negotiate with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions, contracts.
- Administer payroll and maintain employee records
- Interpret and keep abreast with employment law
- Deal with grievances and implement disciplinary procedures
- Develop HR planning strategies, which consider immediate and long-term staff requirements
- Plan and sometimes deliver training, including new staff inductions
- Analyse training needs in conjunction with departmental managers.

Requirements and skills

- Proven work experience as an HR Administrator, HR Officer
- Understanding of working in a young energetic environment
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- Understanding of current UK employment law
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and oral communication skills
- BS in Human Resources or relevant field

Experience:

Human resources: 3 years (required)

Licence/Certification:

CIPD ID: HR Officer