

HR Manager

Job Description

Overview

Our client, a business products and services consultancy, requires an HR Manager to play a central role in supporting staff in a fast passed target driven HR Department with constant change and new policy integration.

Job Description

- Manage and resolve employee relations issues, staff engagement, performance systems and evaluation
- Set up and ensure that appropriate HR records are maintained in compliance with relevant laws and regulations, with data protection at the forefront
- Work with the executive branch to ensure that employee performance metrics are establish and followed as it relates to growth of the business
- Design, implement and lead recruitment activities end-to-end to ensure roles are competently filled
- Create an effective staff rewards and benefits system
- Review staff compensation to ensure that business is competitive to attract top talent
- Perform department audits to ensure continuous improvement is being achieved.
- Manage the off-boarding system to protect the brand
- Keep up-to-date on HR best practice
- Manager change with the department to ensure seamless integration of new policies and procedures

Person specification

The idea candidate for this role must: -

- Have strong communication skills, with sensitivity for data protection regulations
- Be capable of running the department with a no-nonsense approach to achievement, balanced against compliance
- Possess exceptional time management skills
- Demonstrate cultural sensitivity working with a very diverse team
- Must be capable of taking a hand-on approach to managing the department
- Have previous working experience as an HR Generalist Manager is essential for selection