HR Manager

Job Description

We require a HR Manager to deliver a first-class HR service. You will be responsible for overseeing the daily operations of the HR Administration team, ensuring an efficient and effective HR service delivery. The role involves managing HR processes and systems as well as leading a team of HR Administrators to support organisational goals.

The successful candidate will be able to build and form strong working relationships across all levels of employees. You will report directly into the Senior HR Manager and also work closely with our HR data team, Payroll and Reward team, as well as HR Business Partners, HR Advisors and Recruitment.

Key Responsibilities

- Lead and manage a team of HR Department staff providing guidance, support, and development opportunities.
- Oversee on boarding processes, ensuring a positive candidate experience.
- Ensure compliance with pre-employment checks and act as escalation point with third-party screening suppliers.
- Oversee and optimise HR processes, including lifecycle management.
- Collaborate with stakeholders across departments to deliver seamless HR operations.
- Monitor and analyse HR metrics to identify trends and improvements.
- Support transition of new systems and integration of acquisitions.
- Work closely with payroll to resolve issues and streamline communication.
- Lead projects to improve HR operations and employee experience.

About You

- Proven experience in HR operations or a similar role (professional services background essential).
- Strong knowledge of HR processes, systems, and best practices.
- CIPD and competence in quality management is an advantage
- Ability to influence and negotiate at all levels.
- Strong organisation and time management skills.
- Thrive in a fast-paced, progressive environment.
- Excellent communication skills, both written and verbal.
- Resilient, proactive and self-motivated.
- Committed to confidentiality and discretion.