



## JOB DESCRIPTION

<b>Role Title:</b>	HR Manager	<b>Location:</b>	Bildeston / Occasional London Travel Required
<b>Department:</b>	HR & Training		
<b>Reports to:</b>	Pre Contracts Director	<b>Direct Reports:</b>	HR Advisor

<b>Role Overview:</b>	Leading our HR Department, you will collaborate closely with Senior Managers, Directors, aligning HR strategies with organisational goals while driving employee engagement and talent management. Supporting a workforce of approximately 200+ people, from coaching leaders to refining workplace strategies, you'll play a vital role across all aspects of the employee lifecycle.
<b>Roles &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>Partner with and coach managers on addressing employee relations matters, including conflict resolution and disciplinaries, performance and development.</li><li>Be the subject matter expert when it comes to UK employment law and ensure adherence to legislation, regulations, and internal policies across the organisation, to recognise and mitigate both organisational and people risk.</li><li>Collaborate with leaders to define performance standards and create strategies for employee performance improvement.</li><li>Support the implementation of organisational changes such as restructuring and new business initiatives to ensure a smooth transition and employee buy-in.</li><li>Partner with the operational leaders to enhance organisational efficiencies, productivity and employee satisfaction.</li><li>Lead and develop the HR Advisor, manage / set their workload, carry out appraisals and interim performance catch ups.</li><li>Use HR metrics and data analytics to assess and improve talent strategies and business outcomes.</li><li>Partner with the Operational leaders to assist in talent acquisition, retention and development of themselves and their respective teams.</li><li>Lead HR-related projects, such as employee engagement surveys, compensation reviews, diversity and inclusion initiatives, and organizational restructuring.</li><li>Implement programs and initiatives to enhance employee engagement, retention, and overall satisfaction.</li><li>Promote initiatives that drive a healthy, inclusive, and compliant workplace.</li><li>Ensure data integrity and maintenance of all records across all platforms and databases</li><li>Produce ad hoc reports, quarterly briefings and Board/Director Reports and annual reporting tasks on program renewals, audits, surveys, and performance reviews</li><li>Assist the team with maintenance of HRIS</li><li>Promoting/Working towards the Company Mission Statement, Core Values and Company Annual Objectives</li><li>Any other duties the Company may ask you to perform</li><li>Working to the high level of quality expected within the Department.</li><li>Ensuring compliance with all Company Quality and Environment Procedures</li><li>Ensuring compliance with all Company Health &amp; Safety Policies and</li></ul>



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	Procedures
<b>Necessary Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"><li>• Previous experience in a HR Management role</li><li>• Proven ability to operate strategically and partner with business leaders.</li><li>• Demonstrated expertise in areas such as talent management, employee relations, performance management, and organisational development</li><li>• Proven ability to build relationships and influence senior leadership.</li><li>• Good knowledge of HR practices, employment laws, and regulations.</li><li>• Exceptional communication, negotiation, and interpersonal skills.</li><li>• Good time management and time keeping</li><li>• Ability to prioritise workload and deal with busy deadlines</li></ul>
<b>Desirable Skills/Aptitude/ Knowledge/ Experience:</b>	<ul style="list-style-type: none"><li>• Proficient in Microsoft Office programmes</li><li>• Excellent team player and equally driven to work solely</li><li>• Ability to negotiate with all levels of staff and management</li></ul>
<b>Qualifications: (Desirable to do the job)</b>	<ul style="list-style-type: none"><li>• Full CIPD qualification (Level 5 minimum) or similar qualification in Human Resources or Experience</li></ul>
<b>Key Internal Relationships:</b>	<ul style="list-style-type: none"><li>• Directors</li><li>• Finance</li><li>• All Internal Departments/Teams within the business</li><li>• Senior Managers</li><li>• All Employees</li></ul>
<b>Key External Relationships:</b>	<ul style="list-style-type: none"><li>• Brokers – Employee benefits</li><li>• MoorePay/NaturalHR – Inhouse HR/Payroll System</li><li>• Solicitors</li><li>• Recruitment Agencies</li></ul>
<b>Prepared By:</b>	HR Manager
	<b>Date:</b> December 2025