

## Job Description

### Human Resources & Training Manager

#### Main Purpose

The main purpose of this role is to ensure the effective management of all HR and training activities, and to ensure compliance with all business requirements and regulatory standards. You will be the person leading the HR and Training activities across the Group and its subsidiary companies. You will develop, implement, and maintain all HR and Training policies and procedures and assist and support the Board, management team and employees regarding HR and Training issues and projects.

#### Reports To

Director

#### Key Roles & Responsibilities

- Promoting business values and providing best practice advise and support to the organisation.
- Working in close partnership with the Board of Directors and Management Team across all businesses to provide HR advice, guidance and support on all HR areas (including but not limited to recruitment and selection, employee relations, performance management, retention, disciplinary and grievance, people learning and development.
- To be responsible for the overall training and development across all businesses, and work with the Continuous Improvement Leader in providing in-house training and education to employees and management on areas such as leadership, management, HR policies and procedures.
- Work closely with the Board of Directors to prepare and implement HR strategy.
- Manage employee relations issues including investigations, performance management, disciplinary and grievance cases, and ensure these are conducted in accordance with the current regulations and company policy.
- Manage both administration and strategic elements of the role (including but not limited to placing and monitoring of job adverts, tracking recruitment, interviewing, contractual changes, service/contractual related benefits).
- Regularly review and update HR policies and procedures, including the Employee Handbook, job descriptions and employee contracts, ensuring that they are in line with the latest legislative requirements, and ensure HR databases and Employee and Training folders are kept updated.
- Driving talent development and growing leadership capability within the business.
- To work with the Continuous Improvement Leader to drive a culture of continuous professional development.

- Work in close collaboration with the Finance Director to ensure accuracy and compliance with all legal requirements.
- To ensure GDPR compliance across all businesses, and to be the point of contact for all Data Protection queries within the role of Data Controller. To provide induction training to all relevant staff on their GDPR responsibilities and review annually.
- Oversee employee attendance and absence monitoring.
- Ensure annual health surveillance is conducted for relevant employees, and liaise with employees, management and Occupational Health on health referrals as required.
- Where appropriate and in conjunction with the Board of Directors, introduce improvement plans and initiatives including Employee Welfare.
- Any other duties as required by the Board of Directors.

### Person Specification

- Your role will be diverse and varied and so a strong generalist background in HR is essential.
- Fully CIPD qualified and already operating at Manager level.
- Proven general HR experience – ideally a minimum of 5 years.
- Proven experience in writing and conduction training programmes.
- Expectational organisational skills.
- Excellent communication skills both verbal and written
- High attention to detail
- Ability to maintain a positive working relationship at all levels.
- An ability to maintain confidentially and act with discretion and diplomacy is crucial.
- Self-motivated and able to work under own autonomy.
- Previous experience of working in a construction and or production setting would be advantageous.