

HR MANAGER

The Hawkins Group is an expanding UK based family run construction business. Within the Group (Hawkins Projects, Hawkins Roofing and Hawkins Steel) combined skills and experience work in synergy to bring together a wide range of projects; providing clients with the peace of mind that their projects are in safe hands. Our ability to integrate resources from different divisions within the group enables us to meet the everchanging needs of our clients' multidisciplinary requirements. We provide turnkey solutions for any project, which allows us to provide our clients with a cost effective, cohesive and efficient solution. Hawkins Group of Companies manages and oversees projects from inception to completion, allowing you to concentrate on running your business without the added stress of project management.

Everyone at Hawkins is committed, hardworking and passionate about what they do. Hawkins strives to provide a positive and fun working environment that focuses on comfort, collaboration and creativity to promote problem solving, effectiveness and success. Hawkins invests in staff training and development and embraces continuous improvement. Hawkins strives to and enhance staff engagement, job satisfaction and wellbeing.

About the job

The HR Manager is responsible for the day-to-day operations of the HR function, ensuring effective employee relations, people management, policy compliance, and workforce development. This is a well-established role and works closely with the operations team to deliver consistent, high-quality HR support. It is also a pivotal role in supporting employees to ensure that all HR practices and policies are embedded and consistently followed.

Reporting to	Managing Director
Location	Hawkins 2, Unit 9a, Thorpe Way, Banbury, OX16 4SP
Hours	25 to 30 hours between Mon – Fri (5 days a week within office core hours) – TBC during the interview
Job type	Part-time, permanent

Key responsibilities

- Act as a trusted advisor on all HR matters.
- Ensure consistent and efficient delivery of HR services across the Business Units.
- Manage ER cases such as disciplinary, grievance, performance, and absence.
- Ensure HR governance, Employee Handbook and HR Policies are robust and up-to-date.
- Provide end to end recruitment service.
- Manage and coordinate the annual appraisals.
- Manage and coordinate apprenticeship programmes.
- Coordination of employee benefits (pensions, Group policies – Death in Service, Private Medicals, long service awards, holiday entitlement).
- Maintain accurate records on NAV Dynamics, BrightPay, SharePoint and other HR related platforms – provide report and HR data as and when required.

Person specification

Experience and knowledge

To be successful in this role, you will be able to work independently and as part of a team in a fast-paced environment, whilst demonstrating:

- Prior experience as a HR Manager/ HR Advisor in a SME environment (experience in construction or manufacturing is advantageous but not essential).
- Strong knowledge of knowledge of Employment law and best practices.
- A high standard of personal organisational skills, including effective time management.
- Good judgment with the ability to proactively prioritise and make decisions independently.
- Excellent administrative skills with key focus on attention to detail and accuracy.
- A collaborative approach and the ability to cultivate productive working relationships across the business.
- Ability to operate at varied pace required by various key stake holders, while maintaining your own grounding.
- Outstanding written and verbal communication skills, negotiation skills.
- An understanding of, and ability to use Microsoft Office suite (Word, Excel, PowerPoint and Outlook), and frequently used computer software and HR data analytics tools.
- CIPD Level 5 (or working towards).

What you'll get in return

- Great team morale and company culture
- Training and development opportunities
- Competitive salary
- 22 days annual leave plus bank holidays
- Flexible pension scheme
- Socials and team activities
- Long Service Award
- Death in Service (subject to qualifying service)

Get in touch

Hawkins Group of Companies is an exciting and fast-growing business, and we are always keen to hear from new talent wishing to work in the construction industry.

If you would like to learn more about working at Hawkins and the roles we offer, get in touch, have a chat and discover how you could build your career with Hawkins.

We'd love to hear from you, please contact Erika Szommer, HR & Training Manager for an informal and confidential chat on 01295 252363 or email careers@hawkins-group.co.uk