

Job Description

Position – HR Manager

Reporting to Chief Financial Officer (or CEO) Responsible for HR/L&D

Purpose / Role Work as part of the Senior Leadership Team to formulate and review People Strategy and associated policies and procedures to attract, retain, develop and drive performance through SMD's people and ensure that the HR function provides the support required to implement related initiatives.

Prime Role and Duties

- Work closely with members of the executive team and other senior managers, providing them with expert guidance, coaching and support on the full range of HR activities. Support other members of the SLT with 'People' aspects of their Objectives.
- Take the lead role in managing People-related change initiatives.
- Input into and coordinate Leadership Development activity, liaising with external consultants where appropriate, to drive skills development within SMD's executive team.
- Plan, develop and implement strategy for HR management and development (including talent acquisition, retention, employee engagement, employee relations, pay and conditions, inclusion and communication)
- Lead and continually review the recruitment and selection process providing support to executive team in the recruitment of all staff and to align resourcing to the long-term needs of the business. Participate in the selection of staff, as appropriate.
- Manage Employee Development & Training to ensure training needs of the business are met in line with budget and People Strategy. Oversee management of development programmes (Graduates, Apprentices etc.) to ensure progress is maintained.
- Manage staff performance management (PDR) process to ensure active people development and full engagement. Provide advice on performance management issues to instil true accountability across the business.
- Lead the activity of ensuring performance management, employee development, recruitment and retention all contribute to succession planning to future-proof the business against talent gaps.
- Drive initiatives that improve SMD's employee value proposition including onboarding, reward and wellbeing. Build this into Employer branding, internally and externally, that is consistent throughout the employee lifecycle.

- Input into Employee comms providing content where appropriate and championing the Company values
- Gather and analyse market data to measure the competitiveness of the Company's compensation and benefits packages, and make recommendations as appropriate.
- Keep up to date with legal developments in HR and advise management on compliance and risk factors. Maintain knowledge of contemporary HR development theory and methods.
- Oversee Employee Relations issues including investigations, absence, disciplinary and grievance matters and deal directly with escalated issues when required. Coach the HR team and line managers to manage day-to-day ER issues.
- Monitor, measure and report on HR issues, opportunities and development plans and achievements within agreed formats and timescales. Provide KPI information on a monthly basis.
- Liaise with the members of the executive team to understand all necessary aspects and needs of HR development within the Company and feed this into annual People OKRs.
- Ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, environmental policies and general duty of care.
- Act as the Subject Matter Expert in Global mobility managing overseas secondments for SMD staff and UK secondments for overseas staff. Ensure compliance with immigration rules and act as the main contact for secondment contracts, remuneration and benefits and employee insurances.
- Manage Employee Rewards programme annually to ensure maximum benefit to employee at a low cost to the business.
- Act as the lead in managing employee GLA, GIP and other associated staff insurances. Manage Trust admin, annual renewals and market reviews, liaison with brokers and insurance providers and management of all claims.
- Be responsible for analysis and improvement programmes related to employee engagement.
- Work with the HR Information System (IFS/LMS) and support continuous improvement of the HR internal processes;

Allied Occasional Duties

Develop relationships with schools, colleges, universities

Develop relationships with consultancies for the purpose of legal advice, training, recruitment and management development

Key Internal Interfaces

Directors /Senior Managers / Sales Team / Projects/Engineering / Production



Core Competences

- Chartered Member of the Chartered Institute of Personnel and Development together with evidence of continuing professional development
- Proven generalist experience including the ability to work at both strategic and operational levels
- Experience working as a mid-level manager providing functional leadership and line management of other HR staff
- Fully conversant and up-to-date with all aspects of employment law and HR best practice
- Experience in the development and implementation of employment policies and procedures
- Experience at recruitment interviewing and assessment at a senior level
- Ability to work autonomously and flexibly
- Influencing, persuading, coaching and negotiating skills
- Excellent interpersonal, written and verbal communication skills
- Ability to prepare and present reports to director level
- Pro-active and self-motivated
- Excellent planning and organisation skills to meet deadlines
- Proficient in the use of MS Office applications, email and the Internet
- Excellent attention to detail
- Co-operative and supportive team player
- A good working knowledge of HR systems
- Ability to create HR communications appropriate for the audience

If you are hoping to join a great team and interested in the above role, please use [our CV submission link](#) on the website, or apply via our [LinkedIn jobs page](#).

Please note that due to high volume of applications we receive, only those candidates that move forward in the hiring process will be contacted.

