

| | |
|--|-------------------------|
| Job Title: | Human Resources Manager |
| Department: | Human Resources (HR) |
| Business/Function: | Novia Financial |
| Main Location: | Cambridge House |
| Reports To: | Chief Financial Officer |
| Job Summary/Purpose | |
| <p>This role will be focused on maintaining and developing the company HR Department that supports the business objectives. The role is responsible for the following areas:</p> <ul style="list-style-type: none"> • Employee Relations • HR Policies and Procedures • Training and Development • Advising on best practice in relation to HR issues (e.g. training, performance management, discipline and grievance, comp and bens, etc.). • HR Administration • Managing performance • Reward and recognition • Employee Benefits • Supporting the Health and Safety Officer • Project work as required <p>FCA – Controlled Functions Non-controlled – but responsible for ensuring compliance with FCA regulations in relation to maintaining a competent workforce including performance management and development. The main focus of the role is to provide fully comprehensive and professional HR management in support of the Company’s business objectives.</p> | |
| Key Responsibilities | |
| <p>Key tasks include (but are not limited to):</p> <ul style="list-style-type: none"> • To be responsible for a comprehensive and consistent delivery of the HR services. • Provide proactive and pragmatic support and coaching to the management team to ensure a strong HR framework is in operation and facilitate continuous development. • To provide high quality, practical and insightful HR advice to Senior Management Team, the Executive board and all staff members about all aspects of HR. • To oversee all the employee life cycle and all employee relations including recruitment, absence, discipline & grievances, engagement and employee appraisals whilst ensuring the appropriate policies and procedures are followed. • Design, develop and implement relevant learning and development agendas. • Responsible for the tracking and the compliance of HR policies and procedures. • Responsible for all recruitment activity, retention strategies and succession planning. • To act as point of contact for staff and managers with queries about any aspect of their employment • Liaise with consultants and employment law specialists when required. • To ensure the staff handbook is kept relevant and up to date with any legal changes and to ensure all staff are aware of its purpose. • Health and Safety – support the Facilities Manager in ensuring that the Company is compliant with H&S legislation. • General HR advice – the ‘go to’ person - on all HR issues, policies and procedures (e.g. training, performance management, discipline and grievance, benefits etc.). <p>You will, from time to time, be required to undertake other activities that fall within your capabilities as directed by management.</p> | |
| Core Competencies | |
| Business Focus | |
| The motivation and ability to apply good financial practice and company procedures at all times | |

| | |
|--|--|
| <p>Operational Excellence Continually delivering and improving excellence for clients and customers</p> <p>Client and Customer Focus Add value to client/customer, adhere to Treating Customers Fairly principles, and operate as a true business partner</p> <p>Communication Communicate clearly and concisely, tailoring content and style, with ability to make a positive impression on others</p> <p>Expert Knowledge Consistent application of professional or specialist knowledge and skills; takes opportunities to contribute to policy and best practice</p> <p>Working With Others Working successfully with others and building a network of good relationships in order to achieve shared goals</p> <p>Performance Focus Demonstrate energy and enthusiasm, takes ownership, delivers results and improves personal performance</p> | |
| <p>Key Contacts/Stakeholders</p> | |
| <p>Executive Team Senior Management Team All line managers/employees on an as-needs basis Recruitment Agencies Legal Advisors Health & Safety and other outsourced suppliers Local Universities and/or schools</p> | |
| <p>Specialist Skills, Qualifications and Experience</p> | |
| <p>Essential:</p> | <p>Desirable</p> |
| <ul style="list-style-type: none"> • CIPD qualified. • Able to recognise the confidential nature of the role and exercise discretion and sound judgement. • Strong organisational and prioritising skills • Able to carry out multiple tasks and prioritise • Able to work with managers and stakeholders in a proactive way • Able to work on own initiative • Strong communication skills, written, listening and verbal. • Experience of delivering the full range of generalist HR advice. | <ul style="list-style-type: none"> • PC Literate, in particular MS Office products • Experience of other specialist HR functions such as employment law and training |

You will have previous experience in HR, ideally in a larger company structure but still with the ability to work autonomously on a day to day basis. You will be CIPD qualified and an effective communicator who is able to build effective working relationships with your key stakeholders. You will be able to influence and work under pressure.

Successful candidates will come ideally from a Financial Services background, if not then Professional Services. Strong ER is essential as is a broad generalist background.

This role would suit candidates that are already operating at Snr Adv/Jnr BP level that are looking to step up to the next level.