

HR Manager – Part Time

Location North East | **Salary** Competitive salary plus benefits

Overview

Our client is an established, successful SME business with a main base in the South Tyneside area.

We are delighted to be working with them exclusively to recruit a permanent HR Manager who will lead and support all aspects of HR across the organisation. The position is standalone and will provide a professional and proactive HR service to line managers in addition to supporting the organisation in the delivery of People agenda. The successful candidate will be accountable for the provision of full generalist HR advice in line with current employment legislation as well as the continuous review of HR policies and procedures.

The role is Part Time offering a flexible schedule ideally over 4 or 5 days, but can support other options for the successful candidate.

Job Description

Main responsibilities and accountabilities will include the following:

- Owning and developing an effective HR function to drive performance across the organisation.
- Providing advice and guidance to the leadership team and key stakeholders on all People related matters.
- Developing and implementing HR related policies and being the lead on the following HR disciplines: Employee Relations; recruitment and retention; Development of performance management processes; Leadership and Development; Payroll and Benefits.
- Providing advice and guidance on HR support, best practice and employment legislation to all stakeholders.
- Dealing with all employee relations matters in line with employment legislation.
- Managing HR administration processes to ensure all HR records are maintained and in line with GDPR requirements.
- Fostering a positive work environment and promoting employee engagement across the organisation.

Person Specification

The successful candidate will have demonstrable experience at Senior HR Advisor/ HR Manager level ideally gained from within a commercially focussed organisation.

Experience within a full generalist role and a passion for promoting a value-add HR service to achieve business objectives will be important. CIPD or relevant HR qualification is desirable.

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