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HR RECRUITMENT

HR Manager

Location North East | **Salary** Up to £41,000 per annum depending on experience plus benefits

Overview

A permanent position has become available for a HR Manager to join an established and growing organisation founded in the North East. The role will be site based at their Gateshead Head Office.

As the business embarks on the next exciting part of its development strategy, this role will work closely with the leadership team to drive people initiatives, enhance people processes and support the company achieve its ambitious business objectives.

Job Description

Main responsibilities include:

- Coach and provide advice and guidance on all aspects of HR issues including: Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Provide HR direction and support to the leadership team and employees.
- Lead on all Employee Relations matters providing proactive advice to managers.
- Provide training and development on all people related activity.
- Manage recruitment processes to support business growth and develop processes to deliver the best candidate experience.
- Coach and engage managers in performance management activity.
- Develop Policies and Procedures to ensure the effective management of Human Resources within legislation and best practice.
- Support the identification of training needs across the business and design and develop training programmes.
- Take an active role in development of the senior management team including delivering management coaching, succession planning and onboarding of new senior hires.
- Support continuous improvement activities and projects.

Person Specification

Ideally applicants will have demonstrable HR experience at the Senior HR Advisor or Manager level and able to work with stakeholders at all levels across a business. The successful candidate will have a proven track record of delivering a high standard of HR service from within a commercial environment and be confident in managing employee relations matters.

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