

Job Title:	HR Manager	Position Type:	Part-time – 22.5 hrs per wk
Location:	Judges House, Laughton	Travel Required:	5%
HR Contact:	personnel@quorumtech.com	Date posted:	April 7, 2022

Job Description

MAIN PURPOSE OF JOB

Quorum Technologies Ltd has grown in recent years and we are looking for an HR Manager to fulfill the HR function.

RELATIONSHIPS

REPORTS TO: Managing Director

RESPONSIBLE FOR: No direct reports

INTERACTS WITH: Managing Director, department managers and all employees

ROLE AND RESPONSIBILITIES

The HR Manager will assist the Managing Director with all HR matters. Key tasks include:

- Review and update HR policies and ensure compliance
- Oversee the recruitment of new staff, ensuring that the requirements for training and induction are complied with
- Assist with the recording of performance measurement and disciplinary actions
- Assist with scheduling staff appraisals and training
- Implement and promote equality and diversity policy
- Manage online and paper filing systems and ensure data protection laws, such as GDPR, are being adhered to in relations to the storage of data. Review and update policies.
- Monitor employee turnover reports and look at ways to improve employee retention
- Provide advice on current and existing benefits for employees and managers
- Establish links with Universities and Colleges for graduate and apprenticeship recruitment
- Manage employee relations including dispute resolutions, disciplinaries, grievances, absence, retirements and redundancy.
- Roll-out of annual employee satisfaction survey and present results to Leadership Team

The HR Manager will be responsible for putting in place processes to develop and retain high-performing employees at Quorum. Key tasks include:

- Work with the Senior Management Team to identify strategic competencies and put in place a talent pipeline to recruit those competencies.
- Design career paths for all roles, analyse skill gaps and organise training required to raise staff to the next level.
- Develop performance management processes to track productivity and performance, allowing employees to get feedback on what is going well and where they need to improve their performance.
- Identify the next generation of leaders and focus on training, stretch assignments and mentoring them.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

PERFORMANCE MEASUREMENT

- Ensure all established administrative routines and records are kept accurately and up to date
- Able to meet internal customer expectations and to maintain Quorum's established reputation for excellence
- Cost savings through different approaches to recruitment

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Educated to Degree level with CIPD Level 7 qualification is also expected.

REQUIRED EXPERIENCE AND SKILLS**The successful candidate must have:**

- Proven HR generalist experience of three to five years is expected
- Exceptional organisational and communication skills
- Solid knowledge of employment legislation and its application
- Strong customer service and problem solving skills
- Ability to maintain confidentiality and act with discretion
- Self-motivate and able to work under own autonomy or as part of a team
- Proficiency with computers especially MS Office

PREFERRED EXPERIENCE AND SKILLS

- Practical knowledge of SAP Business One.
- Understanding of GDPR requirements
- Interest in working in a scientific instrumentation business.

ADDITIONAL NOTES:

Full driving licence required to travel between sites.

Key Words: HR