

**Available vacancy: HR Manager**  
**Term: Permanent**



**You are:**

Either an experienced HR Manager/Business Partner or else a very experienced Senior HR Advisor, who is ready for the next stage in your career. You like to make a difference and don't want to be stuck in an HR department that stands still and isn't able to make suggestions for improvement.

Your main aim is to deliver a great service in a timely manner, with a helpful attitude conveyed to colleagues at all levels in the business.

**You have:**

- At least 7 years' experience in HR, with a minimum of 1 year at HR Manager/Business Partner level and/or at least 4 years at Senior Advisor Level.
- CIPD qualification at level 5 or above, or equivalent.
- GCSEs or equivalent in Maths and English at grades A-C, or the ability to demonstrate strong numerical and written skills.
- Strong experience of dealing with direct recruitment, complex ER issues, pensions, engagement, performance management and direct line management.
- Some involvement in TUPE.

**You will:**

Work in our busy, friendly office of almost 200 staff and manage an HR Advisor.

You will deal with a whole host of generalist HR matters such as: managing the monthly payroll in partnership with the Finance Director (using a managed payroll provider), staff pensions, all ER issues including disciplinaries, grievances and redundancies, maternity and other statutory leave, staff surveys, staff consultations and training, and will have the opportunity to suggest ideas for wider projects to the senior managers.

It is essential that you have had some exposure to TUPE.

You will take a leading role in our long-term commitment to making improvements under the IIP standard and Best Companies staff survey.

You will also ensure all reporting and administrative tasks are undertaken correctly and in a timely manner and you are not afraid to get stuck into these yourself.

You will be busy so it is important that you enjoy the buzz of fast-paced work because you will be busy!

To apply, please send us your CV.

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*J&P will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please make clear in your offer letter if you believe that this applies to you.*

*We regret that we may not be able to respond to all applicants if large volumes of applications are received. If you have not received a response within two weeks of applying, please assume your application has not been successful and accept our apologies for not providing a personal response.*

*The successful applicant will be required to undergo a basic disclosure check for unspent convictions.*