

<b>Job Title</b>	<b>GROUP HUMAN RESOURCES MANAGER</b>
<b>Job Function</b>	Manages the operations of the Group HR functions & duties
<b>Reports To</b>	Group Head of Human Resources
<b>Level</b>	N/A
<b>Location</b>	The Olive House, Northallerton, North Yorkshire
<b>Date</b>	July 2010

#### **CORE RESPONSIBILITIES**

- Significantly contribute to the accomplishment of the Group HR practices & objectives
- Consistently focus on engendering a high-performance culture that emphasizes empowerment, quality, productivity & standards
- Efficiently manage recruitment & ongoing development of a superior workforce, including developing & maintaining effective performance management & improvement tracking systems
- Implementation of services, policies & programs throughout the Group

#### **GROUP HUMAN RESOURCES MANAGER PERFORMANCE REQUIREMENTS**

- Accurately manage the compensation & benefits administration & record-keeping
- Accurately manage the employee holiday administration & record-keeping
- Conscientiously & frequently review with Head of Production Operations the employee health & safety, welfare & wellness policies
- Manage all employee files & implement an efficient HR filing system
- Responsible for efficiently processing all employee requirements with H.M. Border Agency, namely visa applications & sponsorship certificates
- Responsible for managing all disciplinary proceedings
- Ensure a strong working relationship with the Senior Management Team
- Develop & maintain relationships with appropriate external parties, namely the company employment law advisors & relevant recruitment agencies
- Politely deal with queries from Group staff on any HR enquiry
- Provide support to the Group Head of Human Resources
- Comply with all relevant operational & audit guidelines

#### **SKILLS & EXPERIENCE REQUIRED**

- Preferred but not essential: HR/personnel management qualification i.e. CIPD
- Able to exhibit a high level of confidentiality
- Excellent written & spoken communication skills, able to remain calm under pressure
- Confident IT skills, proven record of using all Microsoft programmes
- General knowledge of various employment laws & practices
- Experience in administration of HR programs, e.g. Time Management System (TMS)
- Exemplary organisational skills, maintaining discretion & tactfulness at all times