

JOB DESCRIPTION

Job Title	Interim HR Manager
Reports To	Managing Director
Function	Business Support
Version/Date	1.0 October 2022

Company / Function

Pearson Engineering Ltd is a world leading provider of counter-mine and combat engineering equipment. Our product range is wide and varied, including complex attachments for armoured vehicles and remote controlled mine clearance systems.

Job Purpose

Reporting to the Managing Director, the main focus of the role is to provide advice and support to line managers on all employee relations issues (e.g., disciplinarys, absence management, performance management and grievances).

The postholder will further develop the HR function, whilst also working collaboratively to deliver proactive, day to day transactional HR services to line managers and circa 80 employees.

Key Responsibilities

1. Develop and communicate a full suite of HR policies to ensure fairness and consistency in approach in all matters relating to staff members.
2. Provide first-hand advice, support and coaching to line managers dealing with people issues including interpretation of HR policy and procedures, sickness absence, performance management and employee relations.
3. Deliver effective recruitment and selection processes with optimised time to hire and cost per hire.
4. Manage all leaver and joiner processes including induction and exit interviews.
5. Develop the performance management system to drive high performance.
6. Ensure learning needs are captured and robust systems exist to develop the annual L&D plan with associated budget.
7. Monitor and evaluate all learning and development activity.
8. Produce HR reports for the Board as and when required.

9. Ensure HR compliance in respect of employment and associated legislation (e.g., GDPR).
10. Conduct annual pay review benchmarking exercise.
11. Work with Managing Director to deliver annual salary review.
12. Undertake regular reviews of the benefits package and consult with benefits providers.
13. Develop and implement HR strategies and initiatives aligned with the overall business strategy.
14. Support health and wellbeing initiatives across the business.
15. Conduct pulse surveys to monitor engagement across the workforce.
16. Develop annual HR plan with agreed KPIs.
17. Other related duties as assigned.

Candidate Specification

Essential academic, professional qualifications and experience:

- Previous generalist, operational experience at Senior Advisor or HR Manager level.

Desired academic, professional qualification and experience:

- Relevant degree of HRM or minimum CIPD qualified level 5 or 7.
- Experience of developing and embedding HR policies and procedures.
- Experience within the engineering sector.

Essential competencies:

- Generalist HR skills including recruitment & selection, performance management, employee relations, compensation & benefits, employee engagement plus learning and development.
- Has the bandwidth to operate at a transactional level whilst also providing support and advice to the Board.
- Collaborative in approach whilst being willing to assert own views.
- Is commercially aware.
- Confident in dealing with challenging situations and individuals.
- Exceptional organisational ability.
- Experience/exposure to change management.

- Manages time well and can prioritise tasks when workload is high.
- Calm and unflappable.
- Displays a high degree of emotional intelligence.
- Is pro-active and comfortable working on own initiative.
- Comprehensive and current knowledge of UK employment legislation with a record achieving good employee relations outcomes.
- Experience of using HR systems.
- Builds and maintains good working relationships at all levels throughout the organisation.
- Demonstrates excellent active listening, coaching and presentation skills.

Desired competencies:

- Experience of developing a people/talent strategy.
- PowerPoint user with confident presenting skills.

Personal attributes and other requirements

- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff must be able to successfully achieve the relevant security clearances.
- Hold a valid UK driving license.
- You will be expected to support in-house training programmes, as required.

Working Conditions

- Office based