

Job Title: People & Culture Manager
Location: London
Reporting to: Head of People & Culture

The Role:

Supporting the Head of People & Culture, this generalist role is responsible for the delivery of the operational Human Resources service to circa 400 staff and senior leaders based across our 3 offices in London, Manchester & Leeds. The role is also responsible for the supervision of the HR Advisors.

This new opportunity will manage and further develop the generalist HR function; including Employee Relations, HR systems, Recruitment & Retention and Reward & Recognition.

Key Responsibilities:

Core HR Functions

- Manage the HR Advisors in the provision of the core HR functions, including:
 - Administration of the monthly payroll in liaison with Finance Manager
 - HR information management - ensuring all data is timely and accurate, providing ad hoc reports and analysis when required
 - Sponsorship Management System and management of immigration matters
 - Ensuring HR policies and processes are compliant, reflect & exceed best practice

Recruitment & Retention

- Responsible for overseeing the recruitment process
- Attend fortnightly resource meetings, have an overview of future resource requirements and implement strategies to fulfil needs
- Manage the LinkedIn Recruiter account and develop talent pipelines
- Produce job descriptions, adverts and recruitment collateral, considering mixed media strategies to ensure a broad reach
- Develop strong working relationships with preferred recruitment agencies
- Foster relationships with universities
- Develop the future talent apprenticeship programme
- Manage and further develop the induction process
- Oversee the leavers process, provide analysis and identify trends

Employee relations

- Advise and support senior leaders on all ER matters, including wellbeing, performance management, disciplinaries and restructures
- In liaison with the Employee Engagement & Development Associate, to implement engagement strategies in line with practice objectives

Reward and recognition

- Understand the market in terms of salaries & benefits
- Research and make recommendations for enhanced/revised benefits package
- Support the annual salary and bonus review process
- In liaison with others, support practice benefits and incentives renewals

Qualifications, Skills & Experience

Experience

- Proven HR generalist experience, ideally within a creative business
- Proven leadership skills with experience of managing a team
- Exceptional organisational, written and verbal communication skills
- Comprehensive knowledge of UK employment legislation and best practice

The person

- Adaptable, possesses a flexible approach
- Committed to excellence and attentive to detail
- Innovative
- Resourceful and inquisitive
- Approachable
- Problem solver
- Customer focussed
- CIPD level 5+ qualified