

Job Accountabilities - HR Business Manager

Our HR Business Managers provide quality, reliable, consistent advice on all HR issues relevant to our clients and their business environment. They have the experience to make customers feel valued, are highly proactive and are able to demonstrate excellent standards of initiative. From recruitment, reward and recognition to employee relations, talent management and organisational development, our HR Business Managers advise, support, coach and develop our clients within all levels of their business.

In addition, our HR Business Managers can be seconded into our clients' businesses to offer support on site, sometimes on a weekly basis. Duties here could relate to administration work right through to creating or implementing an HR strategy to support the business plan.

- Main accountabilities
 - to provide responsive, high quality specialist employment relations advice supporting clients on all aspects of the HR function with an emphasis on client's taking responsibility and ownership for decision-making involving people issues;
 - ensure that the client's portfolio and administration of all HR related issues are prepared, produced and delivered on time, from offer letters, to contracts of employment, from probation letters to invite to disciplinary (along with guidance), and termination to severance letters. Documentation is key to a successful defence and therefore we carry out all documentation for our clients, so accuracy, current case law knowledge and the ability to multitask is essential;
 - coaching/advising managers in the implementation of robust processes to support client responsibility for the management of their people and ensuring that HR matters are effectively dealt with;
 - to establish and develop a dialogue and relationship with clients to understand the key performance issues and associated people requirements to meet both current and future organisational challenges;
 - developing, managing and implementing a range of HR policies, initiatives, work programmes and specific projects within agreed timescales and budgets to support client's objectives;
 - ensure managers and directors of the client understand the company policies and procedures, applying them fairly and consistently across the organisation;
 - to attend client's premise to undertake consultancy work, including but not limited to investigations, disciplinary, grievance or capability hearings, consultation meetings and training delivery;
 - to identify and support the client's HR function or senior management teams to successfully deliver credible, customer focused, cost-effective and innovative solutions and strategy using a range of techniques;
 - consult and work closely with the client's recognised trade unions to ensure positive employee relations are maintained; and
 - to measure the success of HR solutions and services in contributing to LAW's effectiveness and efficiency and attainment of overall objectives.

The above tasks and responsibilities cannot fully encompass all that is required of the post holder. It is expected that the post holder will undertake such other duties and responsibilities commensurate with the salary and nature of the post.

Essential skills and experience required	Desirable skills and experience required
<p>A minimum of 2 years HR officer level or operational management experience.</p> <p>Knowledgeable in implementing legally compliant, commercially based HR and/or business solutions.</p> <p>Able to work independently.</p> <p>Highly accurate with excellent attention to detail.</p> <p>Well developed written and verbal communication skills.</p> <p>Excellent customer focus.</p> <p>Excellent time management and organisational ability</p> <p>An intermediate level of Word, Excel PowerPoint and e-mail.</p>	<p>Ideally educated to CIPD or CMI Level 5 or willing to attain such qualification.</p> <p>Experience in a range of HR environments / industries.</p> <p>Able to project confidence and experience to clients.</p> <p>Commercially minded.</p>

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