

Job Title:	HR Manager – Fixed Term Contract
Location:	Brackmills, Northampton
Employment Type:	Part-time (5 days per week; flexible around school or other needs), up to 50% hybrid working after three successful months in role. Will need to be on site on specific days to cover team working patterns or operational needs.
Travel Required:	Regular travel, mainly between Northampton and West Sussex/Surrey as needed.
Role Summary:	Reporting to the Human Resources Director and with the support of two regional HR Advisors, this role provides an effective and professional HR service to the business including implementing HR strategies, policies and programmes, rolling out strategic change, leading on employee engagement and the management of disciplinary, grievance and absence cases. Working closely with all departments, coaching/assisting line managers to understand and implement policies and procedures. Helping develop initiatives to foster a positive and productive work environment in line with our purpose and values.
Responsibilities/Accountabilities:	<p>Leadership & Management: Lead and manage a team of two HR Advisors, providing guidance, support, measurement, and mentorship to ensure the team's effectiveness and professional growth.</p> <p>HR Strategy & Policy Implementation: Assist in the development and implementation of HR strategies, policies, and procedures aligned with organisational values, objectives and legal requirements. Ensure consistent application across multiple sites.</p> <p>Change Management: Manage and advise on a range of organisational change initiatives including opening new sites, relocations, and restructures, and in particular, potential TUPE transfers. Ensure effective communication and minimal disruption where possible.</p> <p>Employee Relations: Act as a point of contact for employee relations issues, providing guidance and support to managers and employees via the team of two HR Advisors. Proactively manage and resolve employee relations matters in accordance with company policies and relevant legislation. Act as escalation person for any higher-level issues or appeals. In time act as direct point of contact for one internal client group. Foster a positive work environment through effective communication and relationship-building.</p> <p>Recruitment and Talent Management: Partner with our Recruitment Manager to support recruitment processes, including sourcing, interviewing, and selection of candidates. Support our Learning & Community Manager to develop and implement talent management initiatives to attract, retain, and develop a diverse and skilled workforce.</p> <p>Performance Management: Support our Learning & Community Manager in the delivery of key performance management processes, including personal development reviews, objective setting, performance reviews, and feedback sessions. Help ensure fair and consistent performance evaluations across all sites.</p>

	<p>HR Compliance: Ensure compliance with employment laws, regulations, and company policies across all sites. Keep abreast of changes in legislation and implement necessary updates to policies and procedures. Update the Employee Handbook and ILG policies and procedures to reflect company culture and approach as well as relevant employment legislation.</p> <p>Employee Engagement: Promote a positive work culture and foster employee engagement initiatives to enhance employee satisfaction and retention. Help manage any employee engagement surveys, and any ideas or actions intended to improve engagement.</p> <p>Health and Safety: Collaborate with our health and safety team to help them ensure a safe working environment across all sites.</p> <p>Manager training/coaching: provide or support delivery of upskilling & training to Managers across a range of people related areas.</p> <p>Digital, Metrics & Reporting: keep up to date on all relevant key people metrics and support regular reporting and analysis to key stakeholders in our business. Contribute to the continuous improvement and development of HR systems and practices.</p> <p>Budget Input & Control: support all annual budget setting activity, reporting on exceptions, and helping set as well as monitor people related budgets.</p>
Requirements:	<ul style="list-style-type: none"> • Proven experience as an HR Manager in a multi-site operation, preferably within the logistics and warehousing industry, or one with a large number of non-office based employees. • CIPD qualification or equivalent preferred, with strong understanding of UK employment law and HR best practice, including TUPE. • Excellent leadership and people management skills, with strong communication, negotiation, and interpersonal skills. • Demonstrated ability to effectively manage employee relations issues, and evidence of having managed HR team members. • Experience in or knowledge of talent management, recruitment, and performance management. • Ability to travel regularly within the UK. • Proactive approach to problem-solving and decision-making. • Flexible and adaptable to changing priorities and environments. • People oriented and results driven. • Demonstrable experience with Human Resources metrics and systems. • Ability to effectively architect and roll out strategy and change management. • Competence to build and effectively manage interpersonal relationships at all levels of the company.