

6. Human Resources Managers / Assistant Human Resources Managers

Job Introduction:

As part of the management team to be involved in the development and implementation of business strategy.

- Responsible for providing HR support.
- Responsibility for maintaining, developing and implementing HR policy and systems consistent with the HR strategy and current legislations.
- Identifying and implementing Best People/HR initiatives that enable the achievement of the commercial objectives.
- Guide and coach line and middle management as well as HR employees on best practice and practical solutions.

Role Responsibility:

Team Work and Collaboration

- To lead in HR projects as they arise.
- To oversee the maintenance and development of all Company HR Policies and Procedures.
- Encourage the business to optimize operational efficiency and cost effectiveness through ensuring the key operational HR related processes e.g. labour cost control, pay design, recruitment, payroll, screening, time and attendance controls are continually reviewed and improved.
- Ensure the business complies with the HR minimum standards and report monthly HR KPI's.

Best People

- Ensure processes are in place to systematically identify, develop and maintain a pipeline of high potential employees.
- Ensure appointments to key roles are filled by people with the right level of capability to perform effectively.
- Implement the Health and Safety strategy, policy and processes.

Customer Focus

- Providing HR input to tenders and customer contracts.

- Raising management performance through coaching line managers to be effective people managers.
- To build close, open, honest relationships with Heads of Departments and managers through consultation and advice.

Performance

- Maintain and develop HR systems in order that the HR team can effectively support the business.
- Introduce process improvements to reduce costs or improve service levels.
- Provide management information and HR KPI measures.
- Succession planning for management and support positions.
- Assess organizational structures and assist with organizational design and development.
- Ensure HR capability is appropriate for business needs.
- Help drive business performance by ensuring appropriate schemes are in place to cascade objectives and incentives aligned to the business plan.
- Ensure employees have appraisals with constructive dialogue on performance, development needs and career aspirations and that this information is used in development, talent and succession processes.

Expertise

- Providing employment law advice, both remotely and face to face in complex situations including tribunals.
- Assist with the development of HR policy consistent with HR strategy and current legislation.
- Influence strategic thinking on organizational issues through understanding the implications of planned changes e.g. acquisitions, new sectors, services etc and how these will translate into necessary changes to organizational design, roles, people, capability building, cultural alignment etc.
- Influence how organizational changes are planned communicated and implemented using the values as a framework.

Integrity

- Communicating and negotiating with employees and unions as appropriate.
- Promote effectively the KSB brand through appropriate media channels used for recruitment. Ensure efficient and effective recruitment, selection and screening

methodologies are used and that the company's interactions with candidates enhance the group's reputation and brand.

- Ensure the business deploys appropriate strategies for managing works councils and trade union relationships constructively both inside and outside of the Ethical Employment Partnership.
- Take opportunities to raise the profile of the organization and to promote our brand as a good and progressive employer.
- Input or advice on the organizational and people aspects of major bids to ensure the company uses this to differentiate wherever possible.

The Ideal Candidate:

- Significant general HR experience at a management level
- Experience of disciplinary/grievance/redundancy and ill health issues
- Well-developed knowledge and understanding of local employment law and best practice within HR
- Experience of developing HR policies and processes
- HR Professional Qualification
- Well organized and able to prioritize a busy workload