

HR Manager **Full-time**

We are a successful family business which has recently taken on a second site, and has experienced a lot of growth in the last five years. We're looking for someone who can bring enthusiasm and efficiency to the role, looking after 200+ employees who do a variety of tasks across the garden centres, coffee shops and plant production nursery. You need to be forward thinking as we have a fresh approach to HR, taking inspiration from organisations like Disruptive HR (read the blog!) and Mindtrip (local consultant). The role will involve both project work and day to day management.

Key duties

- Advise and assist the directors to plan, develop and implement HR strategy
- Maintain own CPD, knowledge of contemporary HR development theory, providing suitable interpretation and training to directors, managers and staff within the organisation
- Manage and develop the employee journey; from recruitment through to exit
- Work closely with department managers and senior managers on all employee issues including capability, disciplinary, absence management etc.
- Draft, implement and review Perrywood policies & procedures, ensuring they meet and integrate with our requirements for H&S and also fit with our Vision, Mission and Values.
- Maintain and develop appropriate systems for recording, analysing and reporting all aspects of HR including primary responsibility for Time and Attendance software
- Management of the employee benefits package such as pension, employee assistance programmes etc.
- Oversee the organisation's learning and development, working with managers and trusted consultants to meet statutory training needs i.e. first aid & fire marshal, and development/up-skilling of employees.
- Managing relationships with internal and external contractor such as Employment Solicitor as necessary
- HR administration tasks – with support from Senior HR/Payroll administrator (who will also lead the payroll process) and line manage this position to ensure that they have resource and capability to meet all key payroll aims

Your capabilities

- Highly organised with the ability to prioritise and manage day-to-day tasks with project work
- Good understanding of IT/software, including Microsoft office suite, time and attendance software
- You will have excellent communication skills
- Attention to detail, with excellent organisational skills and ability to make considered decisions
- Ability to see the bigger picture whilst dealing in small matters; used to working with directors and influencing strategy and assisting in making key decisions
- Experience in Health and Safety preferred

- Experience of payroll preferred

Requirements

- CIPD qualification preferred
- 3+ year HR Management experience ideally within a family business, or business which has variety of roles across the business
- Show a good working knowledge of Employment legislation and current HR strategy
- Your personal values align with our company values

Working with

- Report into HR Director
- You'll work alongside Directors, Senior team, office team and others
- Based at Tiptree with potential travel to Sudbury

Rewards and Benefits

- In addition to your salary you will receive the following benefits:
 - **Discount** – after one year employees are entitled to receive a 30% discount for the garden centre (some exceptions apply)
 - **Paid holiday** – holiday entitlement is 20 days per year, plus bank holidays. Restrictions apply.
 - **Annual Christmas bonus**
 - **Part-uniform** provided
 - **Training & development**, as required. We have an e-learning scheme called GROW, and also take part in other training with product suppliers and external trainers
 - **Free parking**