



Job Title: Group People Manager

Direct Reports – 2 x People Advisors, 1 x People Coordinator

Job Role:

Reporting to and taking direction from the Managing Director, the role of the Head of People is to manage the People function (currently 2 People Advisors and 1 People Coordinator), focusing on partnering with the business and overseeing all aspects of the employee lifecycle. To concentrate on driving forward HR strategies and initiatives, manage change and restructures, and implementing new systems and processes. To supervise and provide consultation to SLT on strategic resourcing plans, compensation and benefits, training and development and advise on compliance with employment law, to mitigate risk.

Role Responsibilities:

- Lead and support People activities across the employee lifecycle, including Talent, Reward, Organisational Design and Employee Value Proposition, to design relevant initiatives that meet business needs
- Develop strong and trusted partnerships with the SLT to provide objective and independent challenge, coaching and advice
- Lead the People elements of any business change projects, including restructures and redundancies
- Oversee and facilitate all annual People processes, including performance management and salary reviews (People Day)
- Motivate and lead the People team, to deliver a proactive People service across the wider business
- Coach the SLT, MT and People team colleagues, to ensure a consistent, compliant and best practice approach when managing People related issues

Employee Relations

- Manage all day-to-day employee relations matters, with confidence and consistency of approach
- Manage all grievances, disciplinarys, complex dismissals, including redundancies, with confidence and consistency of approach
- Provide advice and guidance on People policies, including the interpretation and application of employment legislation to SLT and the Management Team
- Liaise with legal advisors and ACAS to mitigate risk relating to potential Employment Tribunals
- Review, develop and implement People systems and policies appropriate to the organisation
- Champion the use of Breathe HR, to ensure all data is maintained in a consistent and compliant format
- Provide essential reports for MD, including retention figures, headcount costs, and other employee metrics
- Manage all sponsorship, visa and immigration matters, proactively and compliantly
- Proactively manage the analysis of absence, including consistently acting on 'triggers' reached



THE WEST GROUP
OF COMPANIES

THE WEST GROUP LIMITED

29 Aston Road | Waterlooville | Hants | PO7 7XJ | UK

+44 (0)23 9226 6031 | peopleteam@westgroup.co.uk | westgroup.co.uk

Recruitment

- Oversee the overall recruitment process including the development of existing/new job descriptions
- Provide cost effective recruitment solutions, to source candidates in line with the Company's Diversity & Inclusivity policy
- Provide support to line managers on interview techniques and assist/conduct management level interviews
- Quality assure induction into the Company (as delivered by the People Advisors)

Performance Management & Training

- Design, develop and implement a company-wide Performance Management system and provide support and advice to line managers on conducting reviews/appraisals, SMART goal setting
- Design, develop and implement line management training, to ensure best practice approach to the interpretation of company policies, including recruitment/selection, managing absence, managing grievances and disciplinarys

Skills/Experience:

- CIPD qualified (minimum CIPD Level 5), with extensive HR generalist experience in a variety of senior roles, gained within a mix of Large Corporates and SMEs (preferred recent experienced gained within a production/manufacturing environment)
- Thorough, and current, knowledge and understanding of employment law and how to implement this in a commercial environment across the full range of employee relations issues
- Experience of complex employee relations situations, including ACAS negotiations
- Ability to build, develop and maintain strong working relationships, partnering across all levels of the organisation and with a track record of influencing senior managers
- A flexible approach with the ability to handle an extremely varied workload, within a fast-moving environment
- Experience of managing change within an organisation
- Confident and articulate communicator
- An excellent working knowledge of MS Office suite, including Sharepoint
- Previous experience working in a team and managing employees

Personal attributes:

- Enthusiastic, self-confident and self-motivated
- Team player in wider business not just within the People function
- Commercially aware - business minded, people focused
- Utmost professionalism, diplomacy and confidentiality at all times