

<b>Job details:</b>	
<b>Job title:</b>	HR Manager
<b>Salary range:</b>	£42,000 to £48,000 per annum FTE
<b>Job type:</b>	<ul style="list-style-type: none"> <li>• Permanent</li> <li>• Full time of 37.5 hours or part time (depending on candidate) – minimum 3 days per week.</li> <li>• Hybrid working &amp; flexibility – 3 days per week in the office.</li> </ul>
<b>Location:</b>	Beaulieu, Brockenhurst, SO42 (plenty of free parking on site)
<b>About us:</b>	<p>We are a friendly team who operate from the site of the Beaulieu Visitor Attraction in the heart of the New Forest National Park. Plenty of free parking is available on site and we offer free entry for staff and a staff discount card (for example, 50% off food and beverages in the Beaulieu attraction).</p> <p>You will be working for Beaulieu Enterprises Limited but will be responsible for and working alongside the wider Beaulieu group (some of which are separate entities with different leadership), including:</p> <ul style="list-style-type: none"> <li>• Beaulieu Visitor Attraction - an award-winning family visitor attraction at the heart of the New Forest National Park.</li> <li>• Bucklers Hard - Heritage Village, on the banks of Beaulieu River in the heart of the New Forest National Park, is an unspoilt haven and museum.</li> <li>• Bucklers Hard Yacht Harbour - an award-winning marina with a five Gold Anchor accreditation, offering a sheltered setting for 211 fully serviced berths, more than 300 moorings and a boat park with a slipway.</li> <li>• Beaulieu Estate – a 7,000 acre estate, which has been in the ownership of the Montagu family for over four centuries. It includes 3,000 acres of woodland, 127 cottages, 9 let farms and approximately 50 commercial properties. Beaulieu Estate is run by our Resident Agent.</li> <li>• The National Motor Museum Trust - a charitable organisation founded in 1972. The Trust has a world-famous collection of vehicles and associated motoring items, which are on display in the National Motor Museum, within the Beaulieu visitor attraction. The Trust is run by a separate Chief Executive and leadership team.</li> <li>• The Countryside Education Trust - established in 1975, The Countryside Education Trust's mission is to connect people with the countryside. The Countryside Education Trust is run by a separate Chief Executive and leadership team.</li> </ul> <p>Overall, our staff numbers are approximately 225 out of season and 250 in season.</p>
<b>The role:</b>	This is a hands-on and exciting role in which you will be able to help to shape the HR function and HR policy within the group. The role reports to the Financial Director (who has HR knowledge and can provide support and

	<p>guidance where required) and has one direct report (HR &amp; Resourcing Administrator).</p> <p>As HR Manager, you will provide expert HR advice, guidance and support in all areas of HR whilst demonstrating HR best practice and being the initial point of contact for all HR related matters. You will maintain and create company policies and HR related processes and help to drive forward the HR function within the group.</p> <p>You will proactively ensure compliance with employment law and all other HR related regulations and requirements, as well as being responsible for recruitment and selection, dealing with contracts, staff induction and training. You will also be key in driving forward projects to ensure retention of existing staff through motivation and development.</p> <p>This is a hands-on and broad role that would appeal to someone looking for a next challenge that will enable them to shape an HR function.</p> <p><b>Role and responsibilities</b></p> <ul style="list-style-type: none"> <li>• To be an approachable main point of contact for all HR related issues or queries from all levels.</li> <li>• To provide expert advice, based on your experience and knowledge, to management and staff of all levels on all aspects of HR, including but not limited to employment legislation, wellbeing, HR best practice, policies and processes.</li> <li>• To proactively ensure compliance with employment legislation and to highlight, in advance, any potential upcoming issues and changes that could impact the wider group. To highlight mitigations in a timely manner so that senior management can plan a suitable and timely response.</li> <li>• To initiate and implement changes to employment policies and procedures, and the staff handbook, following changes to legislation and/or organisation structure; ensuring they are maintained on an ongoing basis.</li> <li>• To effectively and accurately maintain the HR system.</li> <li>• To conduct recruitment and onboarding for all staff across the wider group.</li> <li>• To manage training and development, and to ensure the annual appraisal process is completed effectively and fairly.</li> <li>• To work closely with payroll to ensure all data provided is accurate and timely, ensuring any data links between systems are maintained and working correctly.</li> <li>• Ad hoc tasks as required by the wider business.</li> </ul>
<b>About you:</b>	<p>You will be an enthusiastic and proactive HR professional with at least 5 years' experience of working within an HR business partnering or management role (or</p>

	<p>similar experience within a differing HR role), and in working directly with senior management.</p> <p>To be considered for the role you should hold the CIPD Level 3 qualification (or demonstratable equivalent experience) and must have a good standard of education, preferably up to Degree level (or significant suitable relevant experience). It is desirable, although not essential, for you to hold CIPD Level 5 and/or Level 7 qualification(s).</p> <p>You will have experience of practically applying employment law to ensure effective resolution of employee relations issues, and operational experience of supporting senior managers in all aspects of HR.</p> <p>You will have the knowledge, experience, confidence and communication skills to be the primary point of contact for all HR matters within the wider Beaulieu group.</p> <p>Your skills should include:</p> <ul style="list-style-type: none"><li>• High levels of accuracy and attention-to-detail</li><li>• Ability to work without close supervision, yet able to judge when advice or support are required</li><li>• Clear verbal and written communication skills with the ability to negotiate and influence</li><li>• Demonstrable ability to understand, analyse and distil complex information, and to communicate key facts accurately, succinctly and persuasively</li><li>• Excellent relationship building skills with a proven ability to quickly establish personal credibility, collaborate, demonstrate company values and build trust with colleagues at all levels</li><li>• Excellent organisational skills and ability to multi-task</li><li>• Sound judgement and decision-making skills</li><li>• Ability to work under pressure with multiple deadlines and competing priorities</li><li>• Excellent IT skills, including MS Office and HR systems</li><li>• Excellent working knowledge of employment law with the ability to apply it practically to workplace situations</li><li>• Awareness of current people management issues and knowledge of workplace wellbeing</li></ul> <p>Finally, it is important that you fit well into the team and that you are friendly, collaborative and professional in your nature.</p>
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