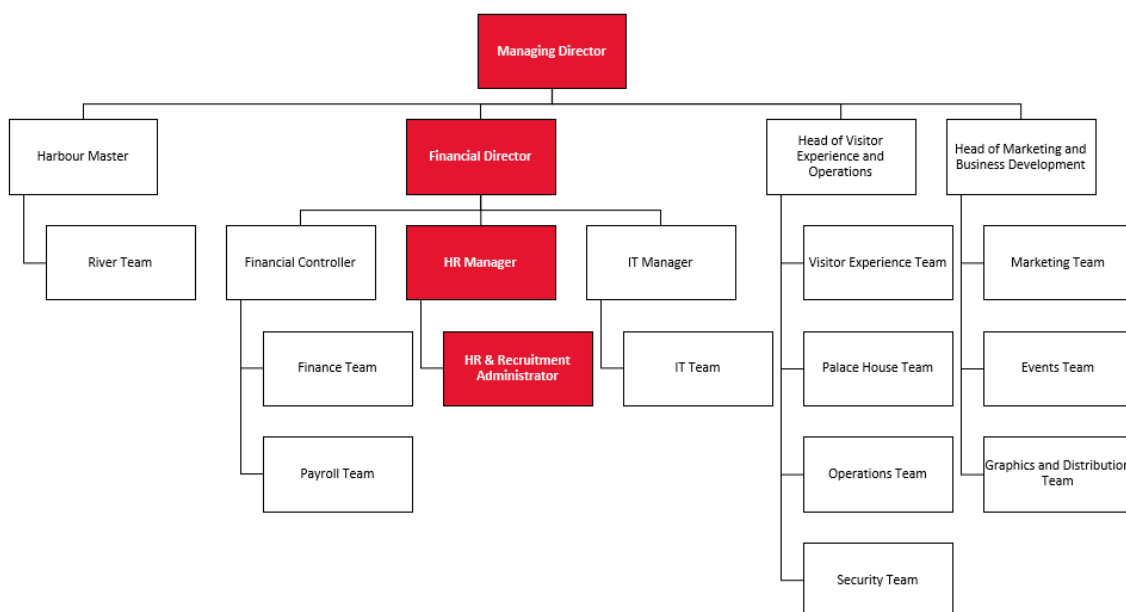


<b>Job title:</b>	HR Manager	<b>Position type:</b> (E.G. full-time, part-time, permanent, seasonal)	Full time or Part-time, depending on candidate. The assistant role hours will be flexed as appropriate to cover. (min. 3 days per week) Permanent
<b>Department:</b>	Human Resources	<b>Hybrid working?</b>	Yes (min. 3 days a wk in the office)
<b>Location:</b>	Beaulieu head office (John Montagu Building)	<b>Driving licence required?</b>	Yes
<b>Salary range:</b>	£42,000 to £48,000 FTE, based on experience	<b>Start date:</b>	As soon as possible
<b>Study package avail.?</b>	Open to discussion	<b>Date posted:</b>	[TBC]
<b>Travel required?</b>	Minimal - Occasional travel around the estate and to training courses	<b>Application cut-off date:</b>	[TBC]

**Reporting lines:**

**Purpose of the role:**

The HR Manager will provide expert advice, guidance and support to the senior management team, and the wider business, in all areas of HR whilst demonstrating HR best practice and being the initial point of contact for all HR related matters. Providing HR services to Beaulieu Enterprises Limited, The National Motor Museum Trust, the Beaulieu Estate team, and, on occasion, other related entities.

The HR Manager will proactively ensure compliance with employment law and all other HR related regulations and requirements. They will also proactively raise upcoming changes and potential risk areas to the senior management team in advance.

The HR Manager will be responsible for recruitment and selection, dealing with contracts, staff induction and training, as well as assisting in the retention of existing staff through motivation and development.

The role also includes developing and implementing HR policies, processes, systems and controls, in line with HR best practice, and business needs and priorities. This is a hands-on role.

<b>Qualifications</b>		<b>Assessment approach</b>
Good standard of education up to Degree level (or suitable relevant experience)	Essential	Shortlisting
CIPD LEVEL 3 (or demonstratable equivalent QBE)	Essential	Shortlisting
CIPD Level 5 or Level 7	Desirable	Shortlisting
<b>Experience</b>		<b>Assessment approach</b>
Minimum of 5 years' experience in an HR business partnering or management role (or similar experience). It is essential for the candidate to have experience of working with senior management	Essential	Shortlisting / Interview
Experience of practically applying employment law to ensure effective resolution of employee relations issues	Essential	Shortlisting / Interview
Operational HR experience supporting senior managers in all aspects of HR	Essential	Shortlisting / Interview
Experience of managing own time and workload effectively	Essential	Interview
Experience of meeting targets and deadlines	Essential	Interview
Experience in a management position, including planning, budgeting, evaluating and change management	Desirable	Shortlisting / Interview
Line management experience	Desirable	Shortlisting / Interview
<b>Skills</b>		<b>Assessment approach</b>
High levels of accuracy and attention-to-detail	Essential	Shortlisting / Interview / Test
Ability to work without close supervision, yet able to judge when advice or support are required	Essential	Interview
Clear verbal and written communication skills with the ability to negotiate and influence	Essential	Shortlisting / Interview
Demonstrable ability to understand, analyse and distil complex information, and to communicate key facts accurately, succinctly and persuasively	Essential	Interview
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	Essential	Interview
Excellent organisational skills and ability to multi-task	Essential	Interview
Sound judgement and decision-making skills	Essential	Interview
Ability to work under pressure with multiple deadlines and competing priorities	Essential	Interview
Excellent IT skills, including MS Office and HR systems. People HR (desirable)	Essential	Shortlisting / Interview

Knowledge and understanding		Assessment approach	
Excellent working knowledge of employment law with the ability to apply it practically to workplace situations		Essential	Shortlisting / Interview
Awareness of current people management issues and knowledge of workplace wellbeing		Essential	Interview
Attributes		Assessment approach	
Professional and approachable		Essential	Interview
Able to work confidentially with the competence to deal with difficult situations		Essential	Interview
Approach issues with a ‘can do attitude’ driving tasks forward to a successful conclusion		Essential	Interview
Ability to work on own initiative and under pressure		Essential	Interview
Willingness to lead by example and to be hands-on		Essential	Interview
A team player who can inspire confidence and trust from colleagues at all levels.		Essential	Interview
Job description			
<b>ROLE AND RESPONSIBILITIES</b> <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>			
Reviewed by:	[Name]	Date:	[Date]
Approved by:	Simon Jones	Date:	3 July 2023
Last updated by:	Simon Jones	Date/Time:	3 July 2023