

Human Resources Manager

Working in Ellis Fermor and Negus offices across Nottinghamshire and Derbyshire (Beeston, Belper, Long Eaton, Ripley and West Bridgford)

Hours can be part time or full time

Salary commensurate with experience and qualifications

JOB DESCRIPTION

Job Purpose

- To be the standalone HR manager providing a comprehensive and professional HR service for the firm on a strategic and operational, day to day basis
- To stay abreast of employment law changes and HR best practice as relevant to the legal sector
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

Main Duties

1. To provide a professional HR service for the firm including:
 - HR advice
 - Recruitment and selection
 - Policy development and implementation
 - Induction and onboarding
 - Acting as a trusted advisor to the directors and other senior managers
 - Wellbeing support and signposting
 - Performance management
 - Monitoring and managing sickness and other absence
 - Administering and developing benefits
 - Liaison with payroll
 - HR administration
 - Employee relations
2. To keep abreast of employment law changes, HR best practice etc in order to advise the Directors, managers and staff and update our working practices.
3. To visit all sites regularly and maintain an effective HR presence for staff and managers across the firm.
4. To undertake HR projects.
5. To review all HR policies at least annually and write and present monthly reports for the Practice Management Committee (PMC).
6. To liaise with Payroll in relation to salaries, pensions, pension reviews, maternity pay, sick pay etc
7. To maintain records, administer systems and undertake administrative tasks.

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other tasks commensurate with the level of the post.
- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience and qualifications	Significant HR experience
	Hands on experience of recruitment from writing adverts and job descriptions through to interviewing, selecting candidates and onboarding
	Experience of managing and advising all levels of managers and staff on HR matters including sickness absence, employee relations, staffing issues, equalities, wellbeing, workforce planning, benefits and performance management
	Experience of developing, writing, reviewing and implementing policies and procedures
	Experience of working closely with and acting as a trusted advisor to senior managers providing HR guidance, supporting strategic people decisions and contributing to organisational performance
	Experience of establishing, building and sustaining professional relationships with staff and managers from diverse backgrounds
	Experience of handling confidential information appropriately
Skills and Abilities	Excellent understanding of employment law
	Ability to communicate effectively in person and in writing
	Ability to operate at a strategic level coupled with the willingness and ability to roll up your sleeves and be involved in day-to-day HR issues
	Ability to be intentionally approachable
	Highly self-motivated with the ability to work autonomously and collaboratively and manage multiple workstreams effectively
	Good IT skills
	Excellent organisational skills and the ability to work to deadlines
Other	Excellent understanding of GDPR requirements
	Ability to travel to and work in all our offices across Nottinghamshire and Derbyshire regularly (currently in Beeston, Belper, Long Eaton, Ripley and West Bridgford)
	Satisfactory references and other pre-employment checks including credit check, identity check, DBS etc
	To understand and be supportive of the firm's ethos and heritage

Line Management Responsibilities - None

Line Managers – Practice Manager / Director