



HR Manager

Contact information

Nicola Sharp

CFO

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Key details:

JOB TITLE	HR MANAGER
SALARY	£35K - £40K PER ANNUM, PRO RATA
HOURS	15 - 22.5 HOURS PER WEEK, OVER 2-3 DAYS (days worked are flexible)
DEPARTMENT	FINANCE & HR
LOCATION	UK HQ – Sherburn in Elmet, Leeds
TRAVEL	Not Expected
DIRECTLY RESPONSIBLE TO	Nicola Sharp: CFO
MANAGERIAL RESPONSIBILITY	None

THE ROLE

An exciting new opportunity has arisen for an experienced HR professional to join the AppsAnywhere team and make their mark. The HR Manager is ultimately responsible for delivering the HR strategy for the company. With responsibility for all areas of Human Resources, the HR Manager will collaborate with the Management Team within the business, ensuring all HR activity is focused, creating a culture based on quality, honesty, innovation and teamwork, which allows our teams to achieve their goals.

RESPONSIBILITIES

- Responsible for the design and implementation of a recruitment strategy that focuses on increasing the company's employee value proposition to attract high quality candidates.
- Manage and participate in all aspects of recruitment campaigns from start to finish, acting as the first point of contact for all candidates, and projecting a positive and professional experience.
- Provide efficient and effective administration support in all HR processes relating to the employee lifecycle, from onboarding, managing maternity/paternity/capability etc.
- Manage and evaluate the induction and probation process to ensure a consistent, effective, and high-quality induction that encourages high performance and retains employees.
- Manage the annual appraisal process/skills matrix, ensuring all appraisals are documented and outcomes are followed up, and learning needs are identified.
- Design an engagement strategy including employee 360 surveys and benefits program, that drives a collaborative and proactive culture.
- Investigate and understand causes for staff absences, providing advice, guidance, and recommendations as appropriate involving occupational health where applicable.
- Support and manage discipline, capability, and grievance processes alongside other line managers in line with appropriate policies and procedures.
- Coach and partner with the SLT to review the approach to performance and talent management, including managing under performance, talent development and other succession plans.
- Ensuring HR policies and processes are up to date and reflect regulation and good practice with continued policy maintenance and cyclical reviews. Creation of a new staff handbook, benefits handbook and policy document.
- To ensure manual and digitised records are accurately maintained and updated regularly in line with GDPR/data protection.
- Be able to advise at all levels of the business and provide practical, commercial solutions to issues that arise.
- Proactively take ownership of own continuing professional development and ensure knowledge is up to date in all relevant areas of employment law etc.
- To maintain absolute discretion and maturity in handling sensitive/confidential data.

THE PERSON

Skills/Experience	Desirable	Essential
CIPD qualification - Level 5 or above or equivalent experience.		X
3+ years in a similar role		X
Experience of working with and advising department managers and executive managers;		X
Experience of implementing and evaluating recruitment, retention and engagement strategies.		X
Experience of developing employee reward, recognition and benefits schemes is an advantage;	X	
Experience of developing and implementing talent development and competency frameworks is an advantage;	X	
Experience of advising on and writing HR policies and procedures		X
Computer literate with basic knowledge of the Microsoft Office packages;		X
Ability to work independently, using your own initiative.		X
Advanced negotiation and persuasion skills are a must, as is the ability to generate ideas and ensure acceptance through rational persuasion and effective influencing skills.		X
Demonstrable ability to think ahead and use own initiative.		X
Approachable and able to build effective and sustainable relationships with others at all levels in the business.		X
Be able to effectively communicate with colleagues on all levels.		X
Team player – actively helping and engaging in events and team working;		X
Takes ownership and is willing to see things through.		X
Ability to hold others accountable and encourage them to achieve their own goals.		X
Organise and able to work to deadlines.		X
Always willing to continuously improve and adapt to changing situations with resilience.		X

Next Steps:

If you would like to be considered for this opportunity and can contribute to the culture and life of the business let us know. Please send your details to nicola.sharp@appsanywhere.com with a cover letter explaining why you believe you are the right person for this role, along with your CV. **To be considered for this role, you must have the right to work in the UK.**