

## **HR Manager, Head Office, Great Shelford, Cambridge Fixed Term Maternity Cover contract (approx. 13 months)**

Adcock are looking for an experienced HR Manager to undertake a fixed term maternity cover contract. The ideal candidate will begin in October 2018 and remain in post until November 2019.

This role will be based at the Adcock head office in Great Shelford, Cambridge, with the requirement to travel to branches as required. We offer a competitive salary and a company car.

### **The role**

- Provide professional HR advice, support and coaching on a range of matters, complying with current legislation and best practice to support senior management, line managers and employees.
- Advise managers on employee relations issues to ensure consistent, transparent application of policies and practices.
- Support branches in recruitment campaigns, including writing up job descriptions, advertising, liaising with recruitment agencies and managers, interviewing as required.
- Oversee and monitor the onboarding process, from sending out job offers and pre-employment screening, to induction and the probation process.
- Manage the HR module of the company database, ensuring accurate and compliant data storage and recording of holidays and absences.
- Review and update terms and conditions of employment and HR Policies and processes.
- In liaison with the Training Manager, ensure the delivery of training and development to branches and employees.
- Produce HR reports and analysis.
- Keep abreast of changes and developments in legislation and employee law, ensuring the company is compliant at all times.

### **The Candidate**

- Proven generalist experience in a senior HR role in a commercial, multi-site company.
- HR experience in a service organisation.
- Comfortable in a stand-alone HR role with the ability to self-manage
- CIPD qualified
- Strong commercial awareness with the ability to foresee the commercial impact of HR actions.
- Strong employment law knowledge with the motivation to keep knowledge and skills up to date.
- Ability to establish rapport and credible, positive working relationships with a wide variety of internal and external customers.
- Computer literate to intermediate / advanced level.
- Excellent time management skills.
- Flexible and professional approach, always taking account of company culture, business needs and employee welfare.
- Confident and willing to put forward new ideas and perspectives to colleagues at all levels across the business.

To apply for this role, please complete an application form (found on the careers page of the Adcock website) and email it to [hr@adcock.co.uk](mailto:hr@adcock.co.uk).

**We are an equal opportunities employer.**