

## HR Manager

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Company: Chronos Consulting

Location: United Kingdom

Category: other-general

### Job Description

**HR Manager Bristol**

**Contract type: Permanent**

**Discipline: Human Resources**

**Location: Bristol**

Opportunity for a Human Resources Manager (HR Manager) to join Human Resources (HR) based in Head Bristol .

The HR team's workload is challenging and varied, covering the full employee life cycle and this role will provide a broad range of routine and project work requiring a high level of capability, enthusiasm and focus. You will also line manage the HR Systems Analyst and an Administrator.

### The role

Support the Group HR Director with the full range of HR administration activities involved in providing a comprehensive high-quality HR service to the business

Apply HR and business knowledge to assist managers on terms and conditions of employment and to share best practice

Manage complex employee relations casework including disciplinaries, absences, redundancies etc

Support the HR team in day to day operations

Manage and administer the existing benefits for all employees including flexible benefits, additional benefits and the company pension scheme

Deliver a flexible benefits presentation at employee monthly inductions

Respond to enquiries and requests from all levels of staff in a polite and efficient manner, giving high quality advice and guidance and displaying excellent standards of customer service

Take initial action on relevant correspondence and personal/telephone enquiries, as required

Assist with maternity, paternity and special absence cases including advising managers and individual employees on relevant regulations and procedures

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies

Carry out any other duties that may be required from time to time.

### **Essential requirements**

CIPD qualified with strong practical experience of delivering a high quality HR operation

Significant experience of best practice HR management

Strong communication skills with employees at all levels, both verbally and in writing

High degree of computer competence, particularly in MS Office and, ideally, with an HRIS

High levels of integrity, common sense and pragmatism

Strong organisational skills and the ability to prioritise and manage workloads

Self-motivated with the ability to work under pressure and flexibility to balance priorities.

Desirable attributes

Knowledge and practical experience of coaching in a performance management context

Succession planning

Comfortable working in an entrepreneurial environment.

### **What you can expect**

Inspired and motivated colleagues. A good team, office and employer. A responsible role, with great emphasis on quality.

The remuneration package will include a competitive salary, 5% employer pension contribution, 25 days annual leave (with the option to buy/sell up to five days), well-being bonus and a wide variety of flexible benefits.

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### Cross References and Citations:

1. HR Manager InstallationjobsJobs United KingdomInstallationjobs↗
2. HR Manager MathematicsjobsJobs United KingdomMathematicsjobs↗
3. HR Manager Resume-score Jobs United KingdomResume-score ↗
4. HR Manager Bostonjobs Jobs United KingdomBostonjobs ↗
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