

Human Resource Manager

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Company: Medsolve

Location: Oxford

Category: Other-General

Role: Human Resource Manager (24 to 30) Location: Private Clinic in Oxford (Hybrid work offered) Salary: Up to 45,000 pro rota The perfect candidate will have the following: -CIPD Level 5 in Human Resource Management - Previous experience in HR of 3+ years - HR/Management from Medical Background (DESIRABLE) The HR/Human Resource Manager will have the responsibilities of: Overseeing recruitment, selection and the onboarding process Managing the company's appraisal system and supporting appraisal meetings Ensuring that a company's procedures comply with employment regulations, supported by an advisory body as required Monitoring various aspects of an employee's performance, reporting on issues such as attendance and sick leave. Ensuring HR systems like ADP are up to date and accurate Support Practising Privileges Applications from Consultants Accessing the need for training and then designing and implementing training programs accordingly Handling any disciplinary processes and supporting line managers with formal grievances Reviewing pay structures and employee perks and benefits Monitoring gender gap salary information, Managing internal Employee relations, Communicate changes in HR policy and procedures Support Payroll with timely information around holiday, absence, leavers and new joins to avoid payroll discrepancies Contribute to Executive Board report on all aspects of HR performance across the business. Next steps Within 48 hours from the hand in of your application one of the Medsolve team will be in touch.

Alternatively call Harry Tait on 0191 338 5713 for further details

4-5 years

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