

Position Contract – HR Manager <i>Agreement to fulfill the accountabilities of the job</i>	
Job Profile	
Position Title:	HR Manager
Company Background:	<p>ABEC is a Building and Energy Management System Specialist carrying out new Installations, Upgrades, Maintenance, Energy Management Services and more recently deploying Building Analytics and IoT Solutions.</p> <p>This is a fast-growing company operating in The UK & Ireland and Europe with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p> <p>The ideal candidate for this role has at least 5 years' experience as a HR Manager or Director in a small to medium sized business. Strategic human resource management experience is preferred yet the role is certainly 'hands on'. A dynamic individual who is keen for the role to develop as the business grows is essential and flexible hours are available for the right candidate.</p>
Purpose of the Role	<p>The entire HR Function was previously outsourced. The HR Manager role is the first within the new department and will take full responsibility for the HR Function.</p> <p>The purpose of the role will be to lead the approach to recruiting, managing and developing employees and to embed best practice people management initiatives to enable the business to continue to grow and thrive.</p> <p>The role will form an integral part of the senior leadership team within the business and will enable high employee performance.</p>
Division/Department:	Human Resources Department
Location:	Wokingham
Reports to:	Matthew Morrall
Title:	Managing Director
Salary & Benefits:	£45,000 per annum basic salary + target-driven incentive plan (TBC)
Probationary Period:	3 months from start date
Performance Review Date:	6 months from start date
Type of position (FT, PT, apprentice etc):	Full time / Part Time
Hours of work:	Core hours are 9.00 am – 5.00 pm, Monday – Friday (Full Time) or

9.30 am – 3.00 pm, Monday – Friday (Part Time)

My duties and responsibilities in this position are *(add or delete points as necessary):*

1. Develop HR policy and procedures to drive performance and mitigate disputes.
2. Write and update Staff Contracts, Staff Records and Employee Handbook.
3. Manage the recruitment process.
4. Conduct/oversee The New Starter and Induction Process.
5. Lead the performance management strategy for the business by developing and administering The Appraisal Process and Personal Development Plan System for all staff.
6. Training and coaching Line Managers to equip them with a toolkit for best practice line management.
7. Lead and manage The Training Function within the business. This includes the line management of the Training Manager.
8. Measure and improve employee satisfaction by administering The eNPS System (Staff Satisfaction Survey) and tracking and initiating follow up actions).
9. Manage complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence, retirement and redundancy. Promote and improve attendance and well-being by monitoring Sickness, Maternity and Holidays and adjusting policies and procedures to support changes. .

I will achieve the following results in this position *(add or delete points as necessary):*

1. 100% accuracy for all employment records and staff profiles
2. The Skills and Training Matrix are updated weekly .
3. Maintain/improve Employee Satisfaction Levels by achieving An eNPS of 70 or above .
4. Involuntary turnover rate of less than 5%.
5. Voluntary turnover rate of less than or equal to 5%.
6. Employee absenteeism (Bradford Score) of less than 90 (per employee)
7. Time to hire - 60 calendar days or fewer
8. 100% completion of an annual appraisal and a personal development plan for all staff.
9. Technical staff receive a minimum of 10 days training per annum.

I will meet these standards while working in this position *(add or delete points as necessary):*

1. I will always demonstrate the ABEC Core Values.
2. I will continually strive to achieve my objectives
3. I will always be a strong advocate for ABEC.
4. I will always make new personnel feel very welcome.
5. I will adhere to the highest standards of ethical and professional behavior
6. I will role model and adhere to the policies and procedures I create for the business

I already have or will quickly develop the following knowledge, skills and abilities needed for this position *(add or delete points as necessary):*

1. Excellent written & verbal communication skills.
2. Ability to manage and lead others including third party suppliers / consultants.
3. Ability to take ownership of projects and report upon their progress.
4. Highly motivated and organized.
5. Ability to multitask
6. Comfortable working as part of a team or on own.
7. Excellent Microsoft Office Skills.
8. Up to date knowledge of UK Employment Law

9. An ability to maintain confidentiality and act with discretion and diplomacy

I have the following experience which is needed for this position (add or delete points as necessary):

1. A minimum of 5 years' experience as a HR Manager.
2. I have been actively involved in defining and or managing HR Policy and or Procedures
3. I have a minimum of 5 years' experience defining and or managing recruitment systems.
4. I have a minimum of 5 years' experience utilizing personality profiling such as DISC or equivalent.
5. I have a minimum of 5 years' experience defining and or managing appraisal and development systems.
6. Experienced in developing, coaching and supporting line managers through change

I will meet these other/special requirements for this position (add or delete points as necessary):

1. Ability to travel internationally when required.
2. Experience of building multiple overseas Operational Teams (desirable)
3. A CIPD qualification at level 7 or equivalent

I will follow our Policies and Procedures:

Refer to Employee handbook

I will start work on / This Position Contract is effective from:

Please delete the following Y/N responses as appropriate:

- Y / N I have reviewed and understand this Position Contract.
- Y / N I commit to doing whatever it takes to be successful in this position.
- Y / N I recognise that my remuneration will reflect my success and the company's success.
- Y / N I will always communicate honestly and openly with my employer and colleagues.
- Y / N I will ask for help when I need it.

Reviewed and agreed to by:

Name:

Position Title:

Signature:

Date:

Witnessed by:

Name:

Matthew Morrall

Position Title:

Managing Director

Signature:

Date: