

HR Manager – 6-month contract

Location – Sharp Project, Manchester

Reporting to – CFO

Opportunity to join a world leading software technology business, based in Manchester. With a global customer and employee base, this opportunity offers exposure to international finance.

Working closely with the CFO, you will be responsible for providing a consultative and fully compliant HR service that nurtures a positive work environment and ensures managers and employees are equipped with best practice guidance and support.

Responsibilities

- Support the recruitment process – this may include writing job descriptions and preparing interview questions, supporting the decision making
- Responsible for delivering an effective and adaptable HR function
- Advise managers and employees on the company policies and procedures, and provide guidance on best practice
- Administer payroll and keep accounts apprised of any changes
- Manage employee matters including conflict resolution, absence, disciplinaries, grievances etc
- Maintain all employee records and all HR administration

Core Competences

- Experienced HR professional with a proven track record of successfully supporting a start-up business
- Thorough and up-to-date knowledge of UK employment legislation
- Exceptional communication skills honed in business partner or advisory roles
- An ability to maintain confidentiality and act with discretion and diplomacy
- Proven ability to build strong working relationships
- Ability to make HR decisions taking into account the bigger business picture
- Seamlessly managing stakeholders and diffusing difficult situations with a calm, professional approach
- Excellent organisational skills and ability to adapt to change