

Nugent Engineering Ltd

JOB DESCRIPTION

Job Title: HR Manager

Reporting to: Managing Director

The successful candidate will be responsible for the following:

- Develop, implement, and manage all Human Resources policies, procedures and practices for the company.
- Provide a comprehensive support and advisory service to Line Managers and staff on HR management issues, including recruitment and selection, terms and conditions of employment, absence management and disciplinary/grievance matters.
- Develop and implement effective induction processes.
- Case management in relation to investigation/disciplinary/grievance processes as and when required, including the provision of advice and guidance to support relevant Senior Managers.
- Managing the end to end recruitment and selection process for relevant departments.
- Assist with the effective management of the sickness and absence procedures and performance management systems.
- Assist with the provision of key performance indicator data to meet organisational requirements.
- Administer and ensure compliance with Statutory Fair Employment Returns.
- To manage responses to employer's liability and other arising insurance matters.
- Assume overall responsibility for Health and Safety issues including, but not limited to, the development, implementation and maintenance of the company Health & Safety Policy and ensuring all statutory requirements are met.
- Investigate incidents and accidents and report to Senior Management Team.
- Liaise with enforcing authorities and regulatory bodies as and when required.
- Liaise with Schools & Colleges and attend careers fairs / open days to promote career opportunities within company.
- Work with Line Managers to identify training needs throughout the company.
- Maintain training records and liaise with all managers to ensure the development, scheduling and implementation of organisational, developmental and training plans and strategies.
- To access training/development grants, completion of support work and engagement with audit process.
- To represent the company effectively at the auditing, governmental & public relations interfaces.
- Any other duties within reason and capability associated with this role.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> • Third level qualification in a business-related subject with a strong focus on HR management 	<ul style="list-style-type: none"> • CIPD membership or working towards CIPD qualification
Relevant Knowledge & Experience	<ul style="list-style-type: none"> • HR experience in a management capacity • Extensive recruitment and selection experience • Knowledge of good training and development practices • Thorough working knowledge of employment legislation and employment practices in Northern Ireland • Experience of employee relations case management to include, discipline, grievance and investigation participation 	<ul style="list-style-type: none"> • Previous experience in a relevant sector • Thorough working knowledge of Health and Safety legislation • Experience in processing of internal payroll services and engage with support issues associated with company pensions, healthcare and life cover provisions
Skills and Competencies	<ul style="list-style-type: none"> • Excellent communication, presentation, and negotiation skills, both oral and written • Strong analytical, organisational and problem-solving ability • Effective influencing skills • Excellent interpersonal skills • IT Literate, including experience of payroll systems, HR Information Systems, time and attendance systems • Results focused with ability to work on own initiative 	
Circumstances	<ul style="list-style-type: none"> • Full valid driver's license and access to a car/able to fulfil any mobility requirements of the post • Able to work flexible hours if required and to travel 	