

Job Description – HR Manager

Location:

Bristol based; the scope of the role will cover all Eunomia offices world-wide.

Hours of work:

5 days per week, contracted to 40 hours per week, Monday to Friday.

Start date:

ASAP.

About the company:

Eunomia Research & Consulting is an environmental consultancy working primarily in the fields of waste management, resource efficiency, low carbon energy, marine planning and climate change mitigation. We currently have around 100 staff located in Bristol (HQ), London, Manchester, Scotland, Brussels, Athens, Australia and New York.

Eunomia embraces diversity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Job description:

We are looking for a HR Manager to join our Human Resources team. The successful candidate will be the go-to person for all employee related issues, and responsible for all the operational aspects of HR.

Your main duties will include, but not limited to, recruitment, employee relations, reward, HR compliance & systems, performance management, learning & development and talent management.

Responsibilities:

Key responsibilities of the role will include, but not limited to:

- Managing all aspects of learning and development, from setting up training needs analysis to training delivery.
- Contributing to financial and non-financial rewards.
- Contributing to talent management, overseeing processes to manage talent pools and succession plans.
- Measuring employee engagement and suggesting recommendations.
- Continually looking for opportunities to improve HR service provision.
- Creating and analysing KPI's.
- Monitoring and finding ways to improve employee wellbeing.
- Managing employment relations in the business, taking the lead on processes such as disciplinaries and grievances.
- Managing the set up and continued compliance of HR software, databases, policies, and procedures.

- Responsibility for the Company handbook, including updates required from legal/regulatory changes or best practice.
- Taking ownership of the recruitment process, including business partnering recruiting managers to ensure we are attracting and selecting talent.
- Evaluating and improving the employee life cycle, including induction, appraisal process, development plans, strategies for retention and so on.
- Contributing to management coaching and development strategies.

Person specification:

The business is undergoing a period of HR transformation therefore if you are motivated by continuous improvement, redesigning and implementing new processes, and managing change, then this could be the challenge that you are looking for.

Essential Criteria:

- People oriented and results driven.
- Knowledge of HR systems and databases.
- In-depth knowledge of employment law.
- Understanding of confidentiality and GDPR provisions.
- Excellent negotiation, presentation and communication skills.
- Excellent organisational skills, with an ability to prioritise in a face paced environment.
- Service oriented approach with a focus on continuous improvement.
- CIPD or equivalent (either educational or by experience).

Desirable Criteria:

- Experience of managing the HR function in remote sites.
- International HR experience.

Reports to:

Head of Human Resources

Remuneration & Benefits

Competitive salary depending on experience and qualifications

- Private Healthcare
- EAP
- Death in Service scheme
- Group Pension
- Income Protection Scheme (after completion of probationary period).

Holiday Entitlement

24 days per year (plus Bank Holidays) rising by 1 day each year to a maximum of 30 days per year.

Application information

In order to be considered all applications should be submitted electronically to jobs@eunomia.co.uk by the closing date of **25 October 2020** and **must include the following:**

- 1) **A formal covering letter** (1-2 pages of A4) **in a word format, not PDF** addressed to Maria Ming summarising your suitability, your credentials, and reasons for applying. Please also state the notice period you are required to work out (if relevant), your earliest possible start date and current salary.
- 2) **A completed application form to be submitted in a word format, not PDF** which should be downloaded from <http://www.eunomia.co.uk/about-us/working-eunomia/>
- 3) The deadline for applications is **09:00am, 25 October 2020**.
- 4) Interview dates may change slightly depending on the demand of the recruitment process.
- 5) Please note that applications will be reviewed on an ongoing basis throughout the application period.
- 6) Hardcopy applications will not be considered.

No agencies please.

If you have any queries please submit these by email or phone to:

maria.ming@eunomia.co.uk | 0117 917 2250

The Company reserves the right not to appoint anyone if no suitable candidates come forward.

Eunomia Research & Consulting is committed to protecting data and respecting the privacy of persons it deals with. In so doing, we comply with the requirements of the General Data Protection Regulations (GDPR) 2018. We confirm that in the event you apply for a role within Eunomia, your details will be securely held by the company in line with the company's Privacy Policy which is available on Eunomia's website. We encourage you to read this policy in order that you understand our legitimate reasons for processing your data, as well as your rights with regard to submitting your personal information to us with regard to recruitment.

We are a Living Wage employer. Company no. 4150627