



## **HR Manager**

### **Permanent position**

**Responsible to:** Director

**Responsible for:** No supervisory responsibilities

**Equipment responsibilities:** No equipment responsibilities

**Location:** Dexter 1  
Linton Farm  
Gloucester  
GL2 8DF

**Pay Scale:** £18,200 - £21,840 per annum

**Hours:** 35 hours per week

Normal working hours are between 9am and 5pm

Monday to Friday

Occasional overtime is required as part of the role.

### **Main purpose of job**

The objective of the role is to work alongside management to progress the company and provide support and motivation to staff.

### **Specific Job Duties**

- Payroll
- Pensions
- CIS Payments
- Recruitment
- Interviewing
- Staff Appraisals
- Arranging courses for staff
- Updating and implementing Policies
- Staff Welfare

### **Person Specification**

#### **E (Essential) D (Desirable)**

The ability to work as part of a team. (E)

The ability to work on own and use initiative. (E)

Able to demonstrate good communication skills. (E)

Confidence to communicate within the team and with management. (E)

Must have good writing skills. (E)

A full clean full driving licence. (E)

PC proficient (E)