

HR manager

Role specification

Introduction

Consilium Strategic Communications is a global leader in financial and corporate communications and investor relations focused on the healthcare sector. It has grown from a team of four in 2013 to 35 today, bringing in talent at every level and nurturing progression to achieve this growth. The company is now looking for a part-time HR professional to support its further growth, working with the management team and admin team to recruit, develop and support all of its team; to promote its culture, values and, critically, the fun and enjoyment achieved through their work.

Candidate

Our ideal candidate will be passionate about people. They will want to get to know all of our impressive team and will be an important and valued counsel on employee relations and wellbeing and will embrace our values, being:

Driven. We create excellent results. We go the extra mile taking action to make things happen through our trusted advice.

Plugged in. We are well networked and connected in the market and our sector and use this to benefit our clients.

Full of life. We bring energy, enthusiasm and dynamism to our work, are authentic and open and take our work seriously but not ourselves.

Caring. We include each other, are passionate about making a difference to healthcare and care about our team, our clients, their patients and our network.

They will work collaboratively with the management team (Managing Partner, Partner & Co-Founder and Chief Operating Officer), Partners, Financial Controller and the Admin team to support and manage our critical human resources.

Responsibilities

Employee engagement

- Develop a relationship with all employees and be available for both informal and formal discussions, maintaining an awareness of mood and needs and providing counsel to the Management team
- Assess and recommend updates and improvements to employee communications
- Support on company socials (company parties, celebrations, gifts etc)
- Handling sickness logging and compassionate leave requests
- Provide support on disciplinary procedures
- Support internal communications
- Manage leaver processes including exit interviews

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Staff performance

- Plan and programme annual and mid-year reviews
- Keep track of and send reminders for review deadlines
- Use insight from reviews to create and maintain an actions log to inform promotions pipeline, to recommend procedural improvements and to give foresight to Partners ahead of monthly meetings
- Maintain career and promotion plan to support business and personnel development and growth
- Draft letters to confirm salary rise / promotion, and link up with the Financial Controller to ensure payroll is updated accordingly
- Maintain compensation benchmarking for all levels to support recruitment and retention
- Manage Clear Review HR management tool
- Support performance management processes when necessary
- Manage updates of role descriptions

Professional development

- Manage mentoring matrix, providing support to mentors and briefings to new mentors
- Manage training log and drive course attendance/completion at all levels

Culture and wellbeing

- Drive our values and culture to maintain and enhance both for all our staff
- Identify opportunities to support and develop our culture
- Champion employee wellbeing, staying abreast of and recommending best practice to keep Consilium as a leading place to work
- Schedule regular wellbeing sessions and using insight gleaned from these sessions to create recommendations to share with the management team
- Manage new joiner process and link in to shadowing scheme

Recruitment

- Plan and deliver recruitment programmes to meet growth targets
- Manage recruitment processes, recruitment firms and contracting and overall record keeping
- Maintain currency with employment best practice and legal requirements
- Support and advise on social media for recruitment purposes and drafting of adverts as required
- Provide first filter on all recruitment processes
- Champion equality and diversity
- Manage Home Office portal for visa sponsorship
- Manage intern and work experience programmes

Policies and procedures

- Maintain and improve company handbook
- Maintain and improve HR-related policies
- Challenge, educate and improve HR procedures
- Manage employee benefits (working with finance and admin teams as needed)
- Manage maternity/paternity /shared parental leave, explaining policies, scheduling check-ins, organising KIT days and providing ongoing support to employees as needed when they return to work

Role requirements

- A minimum of 10 years' HR experience with two in HR management
- CIPD level 5
- Excellent up to date knowledge of UK employment law legislation
- Extensive knowledge of policies and procedures related to an HR Function

- Strong competency interviewing and selection skills
- Up to date knowledge of recruitment and staff retention methods
- Experience in advising and managing grievance and disciplinary investigations

Salary: Generously benchmarked; please email Ivar Milligan: milligan@consilium-comms.com to discuss further

Holidays: 15 days per annum based on 3 days per week employment

Hours: 9am to 6pm with flexibility required to suit the business

Benefits: Health insurance, life assurance, company pension, birthday day off, childcare vouchers, cycle to work scheme, discretionary annual bonus, training and development

Employment: Permanent, part-time

Location: London, EC2 – it is expected that the candidate would need to be in the office for a two days per week. Flexible working is available