

MCM.

DOCUMENT

Job Description

JOB TITLE

**HR
Administrator/Manager**

REPORTING TO

**HR Consultant and
Managing Director**

OVERVIEW

We are looking for an efficient and pro-active HR Administrator / Manager with strong administration skills and a good understanding of employment law to support our growing team.

The core activities outlined below represent an overview of the position of an HR Administrator / Manager and should not be seen as a prescriptive list of activities. The level of additional activities will vary depending on the demands of the core role. A flexible responsive approach is vital, together with initiative in identifying and focusing on what needs to be done to contribute to the achievement of business objectives.

AIM OF THE ROLE

The HR Administrator/Manager's role is to support MCM in delivering a proactive HR service to the team by taking complete ownership of the HR administration. In addition, this role will play an integral part in collating and managing the company training programme, as well as supporting business initiatives where appropriate.

CORE ACTIVITIES

HR administration – manage all HR processes and procedures ensuring compliance with statutory and company requirements

- Issue HR paperwork - offer letters, contracts, new starter admin, leavers, maternity, salary and bonus letters etc
- Manage all absence, ensuring teams are aware of absence and tracking absence and return dates
- Monitoring overtime and flagging up any issues with the Head of Business Support
- Monitoring holiday bookings and keeping track to ensure everyone takes holiday in the given holiday year
- Recording business trips
- Manage annual salary process
- Liaison with finance / payroll in regard to all staff benefits

Training administration – working with HR Consultant and line manager to facilitate the training programme for MCM

- Manage training and development for the office
- Maintain training records
- Organise training events - venues, delegates
- Conduct training evaluation making recommendations for changes, improvement to training provided

- Support managers in training needs analysis
- Set up the induction programme for new starters

Recruitment – take full ownership for the recruitment process

- Liaise with the agencies to ensure CVs are received and responded to efficiently
- Monitor MCM Recruitment mailbox and filter CVs for review
- Work with senior team to chase up CVs and arrange interviews where required
- Ensure relevant paperwork is completed e.g. job descriptions, interview feedback form
- Manage the resourcing for TUS

Review process – in conjunction with the HR Consultant ensure the review process is managed throughout the year

- Manage the probationary process ensuring all new employees are performing at the standard required
- Diarise yearly and six-monthly interim reviews and manage any changes
- Prepare and issue paperwork and chase up after reviews are completed
- Collate training requests and follow through on specific actions

Ad hoc activities

- Support MD and contract HR adviser on cultural change programme
- Carry out surveys as requested
- Support the HR Consultant in staff engagement activities
- Work with finance to implement efficient interface between both departments

Skills and knowledge necessary:

- CIPD qualified
- Generalist HR background
- Thorough understanding of statutory requirements
- Knowledge of reviewing and implementing HR policies
- Experience working in Interiors/ Architectural or a creative industry a benefit
- Employment law knowledge
- Payroll and pension experience
- Strong administrative skills
- Friendly outgoing
- Excellent communicator

VALUES

One Team - All Strong, All Different, All Supportive – The Same Goal

- Encourage freedom of individual expression
- Work together to achieve team goals
- We are accountable for our individual responsibilities first
- Put special effort into supporting each other to maximize potential
- Identify problems and resolve conflicts within the team
- Employ the power of positive peer relationships

Passionate and Inspiring – Delivering with Compelling Enthusiasm and Creativity

- Don't just say, do: lead by example
- Demonstrate lateral thinking to solve challenges
- Experiment and be prepared to fail; we will support you
- Objectively listen to other people's point of view; challenge and suggest something different
- Debate and explore potential
- Discuss ideas and share what excites us

Honesty & Integrity – Doing What's Right, Not What's Easy

- Openness in all our dealings
- We do what we say and when we say we'll do it
- We treat all fairly
- We listen carefully to understand and address the real needs of our clients within the framework of the contract
- We do not shy away from commercial discussions with clients when needed

Pushing the Boundaries – An Entrepreneurial Spirit

- 'Can do' attitude
- Be adventurous and learn from mistakes
- Be passionate and inquisitive about what you do
- Challenge what's possible and be optimistic about the possible
- Empowered to challenge one and all
- Stretch ourselves in the pursuit of excellence

Nurturing - Releasing the Potential of Our People

- Give honest and constructive feedback
- Support each other to achieve aspirational goals
- Recognise when colleagues are under pressure and offer support
- Actively encourage each other to push the boundaries
- Listen, hear and understand