

## Role specification.

### Role Title: HR and H&S Manager

Region(s)	Head Office (Manchester Green)
Reports to	Chief People Officer
Contact	hr@assetzcapital.co.uk
Salary	Dependent on experience

### Role Purpose

In this fast paced, varied and hands on role, you will cover all aspects of generalist HR, providing specialist input, advice and guidance to business managers and their teams to support the achievement of business goals and strategic objectives.

In addition, working in partnership with a 3<sup>rd</sup> party, you will ensure the Company's H&S requirements are fully met.

You will also champion a number of HR projects.

### Key Responsibilities

- Act as the HR point of contact for all areas of the business. Understand current and future business needs and customer specific requirements and agree the HR service required to support these.
- Provide advice to all managers on people issues. Ensure issues are dealt with in an efficient and timely manner and that solutions are actioned within agreed timescales.
- Support the recruitment process, including benchmarking salaries, drafting job descriptions, preparing interview questions and underthinking interviews/selection events.
- Conduct the annual colleague engagement survey and communicate results effectively at all levels. Work alongside managers/colleagues to support a range of internal and external initiatives to improve engagement.
- Pro-actively exploit opportunities where HR can add value to the business by developing, re-using and/or adapting either new or previously developed solutions.
- Support with ensuring all HR policies/procedures are up to date and implemented in a consistent and professional manner ensuring managers/colleagues fully understand the spirit and where appropriate legal framework, that underpins each policy/ procedure.

- Support the upskilling and coaching of managers to enable them to maximise the performance of their people.
- Establish, develop and maintain effective working relationships with internal and external customers and suppliers.
- Plan, implement and maintain efficient and accurate HR administration for all areas. Ensure the timely and accurate processing of all documentation, liaising with the payroll bureau and managers as appropriate.
- Create and analyse HR MI reports, presenting the results and making recommendations to CPO.
- Act as the “Competent Person” for Health and Safety Matters within the business.
- Manage and ensure the Company is compliant in all H&S matters, including but not limited to risk assessments, fire safety, water hygiene and building safety.
- Ensure the H&S training for all employees is up to date and in line with legislative changes.
- Manage the 3<sup>rd</sup> party H&S relationship and ensure the annual audit actions are followed up.
- Operate as part of a flexible HR team and undertake and ad hoc project work as required.

## Skills, knowledge and experience

### Essential:

- Graduate calibre or equivalent and/or CIPD qualified
- Sound knowledge of all HR processes and policies
- Up to date knowledge of current and future employment legislation and best practice
- Good administrative and organisational skills
- Proactive self-starter
- Complete finisher
- Excellent communication and interpersonal skills
- Ability to work with and present solutions in a persuasive and concise manner to all levels in the Company
- Ability to use appropriate influencing styles to gain ‘credibility’ and ‘buy in’
- Excellent relationship skills with the capability of operating with people at all levels
- Proven record of delivering quality solutions and seeking ongoing improvements
- Resilience and sense of humour
- Highly proficient in the use of Microsoft 365 (Microsoft Outlook, Word, Excel, PowerPoint, Teams)

### Desirable:

- IOSH Managing Safely qualified
- Previous experience of Health and Safety
- Previous experience of payroll

## Benefits

- 25 days holiday, rising to 27 plus statutory bank/public holidays
- Birthday Leave
- Flexible Working Hours
- Hybrid working
- Pension Scheme
- Private medical insurance
- Life cover
- Family friendly policies
- Cycle to work scheme
- Company parties
- Refer a friend scheme
- Home Office Equipment Loan Scheme
- Flu jab
- Staff Pool Bonus plan
- Relevant learning tools
- Onsite 24 hour free Gym
- A relaxed and committed, environment supported by an enthusiastic team

### Main Office

Assetz House, Manchester Green  
335 Styal Road, Manchester M22 5LW

T 0800 470 0431

E [enquiries@assetzcapital.co.uk](mailto:enquiries@assetzcapital.co.uk)

W [assetzcapital.co.uk](http://assetzcapital.co.uk)

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