

## JOB DESCRIPTION / PERSON SPECIFICATION

<b>Job Title:</b>	HR Manager		
<b>Department</b>	Working across all depts.	<b>Date Created/reviewed:</b>	Jan2024
<b>Job</b>		(please delete)	
<b>Location:</b>	Haydock (office based)		
<b>Reporting to:</b>	Managing Director	<b>No of direct reports: (if applicable)</b>	0

### Organisational Setting of the job

ATG Access is one of the worlds most respected and foremost providers of high security and counter terrorism HVM (Hostile vehicle mitigation) bollards, barriers, gates and associated automated control systems across the globe. We design, manufacture, install, commission and service our products. ATG exists to enhance urban environments, creating spaces where everyone can feel safe and live protected from vehicle borne threats. We have been designing, testing and manufacturing physical security products for over 30 years. In that time, we've protected everything from driveways to palaces, in over 40 countries around the world.

We believe that physical security solutions should be accessible for all, forging a world without fear of vehicle borne threats, enhancing the environments in which we live, work and play.

Our mission? To empower our employees, harnessing their passion to inspire the creation of exceptional physical security solutions for the built environment, whilst positively contributing to the world we share.

### Key Aim:

To perform the HR Manager role within ATG Access in an efficient and diligent manner ensuring that, as a representative of ATG Access, promoting and developing a positive culture that drives best practice and compliance with legislation in all people related areas of the business. This role encompasses the full end-to-end employee lifecycle in a small busy HR function. This role is on a part time basis, ideally 20-25 hours/week

### Accountabilities and Activities

#### Responsibilities include:

- Liaise with the MD and Board as applicable on HR related matters and provide relevant regulatory updates.
- Supporting line managers with all employment related matters, assisting with queries and ensuring all relevant paperwork is generated and issued in accordance with relevant procedures and legislative requirements.
- Leading the management of casework, including sickness absence, grievance and disciplinary, from investigation to end result; making recommendations, giving support and advice to managers.
- Establish resourcing requirements, manage and participate in the full cycle of recruitment as needed, including apprenticeships, and full onboarding experience. Experience of both temporary and permanent recruitment and utilizing profiling analysis, ie: PPA Thomas profiling.
- Maintaining sickness records, managing employees on absence.
- Review HR policies & procedures, make recommendations and update, as necessary, in line with legislation.
- Checking employee contracts are correct and up to date,
- Responsible for starters, leavers, offers, contracts, references etc
- Providing full advisory and support service to the management team and employees
- Working with discretion and confidentiality
- Overseeing and supporting annual reward activities such as salary and bonus review, and service awards

<b>Form No:</b>	HR-11	<b>Issue Date:</b>	Feb 23	<b>Change:</b>	New format
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- Roll out the yearly Personal Development/Check-Ins review and identify any training and create yearly training plans.
- Support departments in the development and delivery of strategic HR plans to fit with the overall business direction.
- Provide monthly stats to holding company Hill & Smith Group plc and the ATG Board Report.
- Liaise with Apprenticeship providers and professional institutions, ie: IMechE, IET
- Review and update succession plans.
- Drive for improvement across the project in areas of responsibility, integrate strategy into existing process and procedures to create sustainable support structure for staff training and development.

Duties and Responsibilities

Your key responsibility is the development of HR strategy, and feeding this through into policies and procedures which are compliant and up to date with legislative requirements and best practice. In addition, you will be responsible for:-

- Ensuring that personnel files and information held on our HR system (SAGE HR) are up to date
  - Ensuring that data held on personnel files is complete
  - Dealing with ad hoc HR issues and queries as they arise
  - Development of recruitment strategy, policies and procedures
  - Compliance with GDPR as necessary
  - The roll out of employee engagement programmes/questionnaires
  - Formalising the development of training and development records
  - Drive recruitment metrics across the business, influencing and impacting targets such as number of vacancies, cost per hire, time to hire, diversity etc.
  - Driving other HR initiatives to bring the business into line with best practice
  - Ensuring that the business needs drive the HR function, and not the other way round.
- Liaising with other Operating Companies HR teams, including Hill & Smith plc.

The person will have access to privileged information which they will be required to treat as confidential.	
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**CAVEAT**

This job description gives an outline of the responsibilities of the post and should not be considered as definitive. It will be reviewed regularly and may be changed to meet the changing needs of the organisation.

## Person Specification

Requirements	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> <li>• Degree in HR or Business</li> <li>• <b>Chartered Member CIPD</b></li> </ul>	
Skills, Knowledge & Experience	<ul style="list-style-type: none"> <li>▪ 5+ years' experience in HR</li> <li>▪ Recruitment Experience</li> <li>▪ Demonstrable track record and experience in a multi-site manufacturing business or similar (Desired)</li> <li>▪ capable of building relationships at all levels.</li> <li>▪ Strong reporting and analytical skills</li> <li>▪ Detail focused with excellent administrative and organisational skills</li> <li>▪ Sound IT skills (particularly Excel)</li> <li>▪ Ability to efficiently organise workload.</li> <li>▪ Ability to work autonomously or as part of a team.</li> <li>▪ Good problem-solving skills</li> <li>▪ You will have strong interpersonal skills with the ability to communicate confidently and assertively with a variety of people at all levels.</li> <li>▪ Contribute productively to team objectives, sometimes supporting and sometimes leading activities to achieve shared goals</li> </ul>	
Competency & Behaviour	<p>Must have a pro-active and adaptable approach and demonstrate the following competencies:</p> <ul style="list-style-type: none"> <li>• Flexible approach, going above and beyond</li> <li>• Able to generate innovative HR solutions</li> <li>• Positive 'can do' attitude and strong team player</li> <li>• Open, practical and pragmatic</li> <li>• Communicates written and oral information clearly and concisely.</li> <li>• Establishes productive, cooperative relationships with customers, peers, management and suppliers.</li> <li>• Excellent time management and organisational skills</li> <li>• Confident at influencing key stakeholders to gain their buy in to recruitment plans and strategies.</li> <li>• Contribute productively to team objectives, sometimes supporting and sometimes leading activities to achieve shared goals.</li> <li>• Ability to establish priorities and work to tight deadlines</li> <li>• Awareness of deadlines with ability to re-prioritising to ensure results can be achieved.</li> <li>• Assumes ownership for getting a job done and takes pride in their work</li> <li>• Showing commitment to completing allocated tasks despite setbacks</li> <li>• Deliver excellent customer service</li> <li>• Reliable and co-operative team member</li> <li>• Willing to go the extra mile to help others</li> <li>• Sound, up to date knowledge of employment legislation</li> </ul>	

Requirements	Essential	Desirable
	<p><b>Personal Qualities</b></p> <p>It is essential that candidates: -</p> <ul style="list-style-type: none"> <li>• Are willing to learn and to take on new tasks.</li> <li>• Have a professional and positive attitude to colleagues and customers.</li> <li>• Are able to demonstrate accountability for their work</li> <li>• Are comfortable challenging the status quo.</li> <li>• Are comfortable with raising issues with more senior colleagues.</li> <li>• Are able to work independently and collaboratively as part of a team.</li> <li>• Demonstrate a methodical and structured approach to work.</li> <li>• Self-motivated and a good communicator</li> </ul>	
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Current clean driving licence.</li> <li>•</li> </ul>	
<b>Software Packages</b>	<ul style="list-style-type: none"> <li>• Company Intranet (sharepoint)</li> <li>• Microsoft Office suite, including Outlook and Word, Excel, powerpoint, Visio</li> <li>• Knowledge of SAGE HR</li> </ul>	ERP system PRIORITY
<b>Key words</b>	<ul style="list-style-type: none"> <li>• The job holder should be: conventional, consistent, adaptable, precise, creative, alert, active, logical, self-starting, diplomatic, thorough, steady, supportive</li> </ul>	

**Employee's Name & Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's Name & signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_