

Job Description: HR Manager

Reports to: Finance Director

Location: London

Introduction

Eric Parry Architects design and create high-quality, people-focused, sustainable buildings that enhance their surroundings. We listen closely to our clients' ambitions and needs and collaborate to meet every project's particular challenge with our most creative and imaginative responses.

The Role

We are seeking a talented and proactive HR Manager to join our architectural practice of 120 people.

As an experienced HR Manager you will be the central point of contact for Directors and employees on the full spectrum of HR services. In turn you will be comfortable operating at multiple levels from handling day to day employee relations to complex matters and implementing strategy.

Key Responsibilities

- Build trusted relationships working with leaders and managers, providing robust commercial advice and guidance on policy and process, recommending appropriate solutions.
- Recruitment - lead the recruitment and selection process to attract and retain top talent.
- Onboarding – oversee the onboarding process to facilitate an effective practice induction.
- Implement HR strategies and initiatives aligned with the overall business strategy.
- Reviews - oversee and manage a performance appraisal system that drives high performance.
- Support, coach and upskill project leads to deal with underperformance and challenging issues.
- Ensure compliance with employment laws and regulations including the development and roll out of policies.
- Manage all Employee Relations issues such as grievances, performance management, and disciplinaries in a timely manner ensuring legal compliance
- Liaise with the Finance Director on all Payroll/Pension issues
- Work with the EDI team to deliver initiatives and social value activities.

The above is not an exhaustive list of duties and you may be expected to perform different tasks within the practice.

Key Skills

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- **Communication** – adept at building relationships
 - **Coaching** – can guide and encourage others
 - **Adaptability** – able to adapt to changing circumstances with ease
 - **Organisational sensitivity** – aware of the impact of certain decisions, actions and choices can have on the entire organisation
 - **Listening**- listen to others and able to empathise with their situation
 - **Organised** – ability to plan and prioritise
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Qualifications

- Proven working experience as an HR Manager or similar role
 - Strong understanding of legislation and HR best practice
 - CIPD qualification or equivalent professional certification
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