

Position	Human Resource Manager
Location	Tsunami Axis office – London/Homeworking
Employment Period	Permanent (full-time)
Package	Salary depending on experience

Job Purpose

Tsunami Axis has a simple mission: to be the most professional service provider in the furniture industry. We are a growing company and looking for a motivated and efficient person to join our business as HR Manager.

Principle Accountabilities

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Prepares and updates employment law contracts ensuring compliance with current legislation, updating and re-issuing staff handbook.
- Maintains organisation staff by establishing a recruiting, testing, and interviewing program; counselling managers on candidate selection; coordinating induction for new staff, conducting and analysing exit interviews; recommending changes.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures ensuring compliance with staff handbook.
- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counselling employees and supervisors.
- Advises and participates in employee relations activity including terminations, redundancies, disciplinary and grievance implementation, employee counselling and absence management.
- Manages and executes (with line manager) annual performance processes, providing guidance and training as needed, reviewing input and answering HR questions.
- Ensures guidance and support to Line Managers in the options available to address poor performance. Develop systems for recording poor performance and assist in the implementation of a performance improvement plan.
- Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Provides advice to Director level, promoting compliance not only with national guidance, but best practice.
- Oversee human resources for our UK and European businesses

Knowledge, Skills, Qualifications & Experience:

- Certificate or Diploma in Personnel Management (CIPD)
- In-depth experience of Human Resources across a range of specialist areas, particularly Employment Relations, Policies and Procedure development
- Up to date working knowledge of UK Employment Law and employee relations. Hands on experience of dealing with disciplinaries, grievance procedures, redundancies etc.
- Confident to collaborate, influence, coach and guide managers at all levels
- Ability to work as an autonomous practitioner, interpreting national guidance and legislation
- Evidence of having dealt in an organised manner, juggling multiple priorities and with attention to detail where there are competing demands on workload and deliverables
- Ability to influence key people at all levels and ability to convey complex and contentious information in challenging situations
- Strong PC skills : Microsoft Office suite (Word, Excel, PowerPoint)
- Ability to maintain confidential information in a professional manner
- Knowledge of the German Language would be beneficial

Note: this job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

How to Apply

Please feel free to email Emma Collier for further information. Alternatively, please forward your CV to e.collier@tsunami-axis.com

<http://www.tsunami-axis.co.uk>