



JOB DESCRIPTION

Job Title:	HR Manager
Reports to:	Associate Director - Operations
Location:	Poole
Full / part time:	Full Time

Inspire:

Inspire is an award winning business advisory firm focussed on enabling entrepreneurs to succeed. We are a firm of talented, passionate and caring professionals committed to supporting our clients. A unique and energetic firm based in Poole, with clients across the South Coast, Inspire represents a truly different place to work

In joining Inspire's Support team you would be part of a successful team which continuously meet the support needs of a forward thinking business. You will work closely with all members of the wider Inspire team who support our entrepreneurial clients in a variety of projects.

Job Purpose:

Your role as HR Manager will be to establish Inspire as a true employer of choice and ensure we attract, engage and retain the top talent in our profession. You will be responsible for ensuring we have the necessary initiatives in place, recommend improvements to policies and procedures whilst making sure that all policies within Inspire align with our Essence, Spirit and Beliefs, corporate goals and established regulations. You will be charged with continuing and enhancing our firm's environment and people ethos to make it a great place to work and to attract the very best in talent within our profession.

Principal Duties and Responsibilities:

- Ensure all policies, procedures are regularly reviewed and updated in line with legal requirements
- Plan, manage and coordinate all human resources initiatives and ensure all policies and procedures are in compliance with professional standards and all regulatory requirements and laws
- Make recommendations on potential policy changes to ensure Inspire offers a competitive package of salary and benefits to employees and implement any approved changes
- Ensure the organisational structures are continually fit for purpose and ensure all job descriptions and person specifications are up to date for all positions

- Implement and oversee Inspires Rewards and Recognition programme which relates to employee benefits and initiatives and ensure they continually enhance engagement and retention, reflect the people brand and offer employee support to each staff member
- Provide commercial advice and guidance on family friendly benefits, holiday and sick leave benefits, compensation payments and any flexible time arrangements
- Provide commercial advice and guidance on, and conduct, any necessary employee relations of Inspire employees i.e. disciplinarys, grievances, capability reviews, performance management.
- Be responsible for onboarding all new starters and processing any leavers and analyse all induction and exit interviews
- Oversee, plan and maintain an induction programme for all new employees to ensure that they are properly introduced to and understand Inspire's corporate culture and its Essence, Spirit and Beliefs
- Network closely with all educational institutions in the area and ensure that appropriate events held by the institutions are attended and supported in order to enhance Inspire's reputation and name as THE place to work
- Ensure that Inspire's workplace is accommodating and free of harassment, handling any complaints in accordance with Inspire's Essence, Spirit and Beliefs, its policies and any relevant laws and regulations
- Advise and coach managers and staff as appropriate on HR policies and programs including employee relations issues
- Continue to develop the appraisal system and process for all staff and monitor results
- Oversee the work of the human resources member of the support team, offering guidance and training as needed
- Be responsible for maintaining the HR system (People HR) and all administration activities that are required within an HR Department
- Manage daily HR operations including maintaining past and current human resource records, business planning and budgeting.
- Maintain professional and technical knowledge by attending workshops, reviewing professional publications, maintaining CPD and participating in professional societies.
- Any other duties commensurate with the level of responsibility of this role