

Job Description

Job Title:	HR Manager
Team:	Administration
Reporting to:	Managing Partner

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We're recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

The Role:

Reporting directly to the Managing Partner and acting as a 'business partner' to our Department Heads, this standalone role encompasses all aspects of HR throughout the complete employee life-cycle.

Performance Management

- Review and develop our performance management policy and process, monitoring and reporting on its effectiveness and recommending and implementing improvements, ensuring effective use of IT.
- Report on progress of the recording of individual objectives in accordance with our annual performance cycle, driving alignment between individual and team objectives and the strategic goals of the Firm.
- Drive forward projects to ensure that HR strategy supports the Firm's strategic plan.
- Support annual salary reviews and the Firm's general approach to financial reward, researching best-practice trends in the sector and analysing benchmark data.
- Support the Managing Partner and Department Heads in succession planning for their team, in accordance with the firm's progression criteria.
- Support Department Heads in effective performance management of their team – from the probation period to end of employment.
- Maintain and develop our approach to engaging Apprentices, working closely with the Accounts team, Partner responsible for recruitment of Trainees and our external apprenticeship providers. Develop the Firm's understanding of how to make best use of the apprenticeship levy.
- Support change management processes.

HR Policy, Procedure & Compliance

- Maintain accurate and appropriate electronic HR records and document HR interactions as necessary.
- Work closely with our Accounts team to ensure that all contract changes are effectively reported by payroll deadlines in accordance with relevant procedures.
- To proactively regularly review and update as necessary all HR policies and procedures and maintain these on our intranet.

- To lead and manage all HR processes and guide managers with regard to basic and complex employee relations matters including dispute resolutions, disciplinarys, performance and redundancy.
- To always be proactive in striving to achieve HR best-practice and minimal employment litigation risk to the Firm.
- Advise managers on the terms and conditions of employment.
- Provide training and updates on HR best-practice or relevant topics to the Partners and other supervisors in accordance with the Learning & Development Policy and Training Plan. Training may include face to face, provision of e-learning or other.

Health & Wellbeing and Employee Engagement

- Lead on wellbeing and stress management initiatives and policies, reviewing and updating them as required.
- Manage referrals to Occupational Health and other external specialists as appropriate.
- Monitor and identify absence trends and support Department Heads in managing attendance.
- Support the Partner responsible for Health & Safety in effective implementation of related policies, procedure and practices, ensuring records are kept on individual personnel files and that appropriate training is available for staff.
- Manage the annual staff survey process and identify areas to improve employee engagement and communications.

Recruitment & Retention

- Support the recruitment process not limited to drafting job descriptions, person specifications, advertisements, forming relationships with key stakeholders such as recruitment agents, preparing interview questions, application forms etc. and appropriate selection criteria and leading or training managers regarding recruitment, interviewing and record keeping.
- Review recruitment and selection strategies and processes for continued effectiveness.
- Lead on new starter on-boarding, including timely provision of contracts, and leaver off-boarding procedures.
- Responsible for ensuring all pre-employment checks are satisfactory and ensuring that reviews of checks are diarised and undertaken in accordance with the Firm's compliance policies.
- Provide competent first line advice on current and existing benefits for employees and managers.
- Working closely with the Accounts team and third-party benefit providers to maintain up-to-date staff records for benefit membership such as bike-to-work and a healthcare cash plan. Effectively administer schemes in conjunction with others involved and review and report on their ongoing effectiveness.

Other

- Complete any other duties commensurate with the status and position of HR Manager and including general administration duties for the effective management of the Firm as required.
- To be familiar with and regularly review the Firm's policies and procedures on the intranet, developing and maintaining an understanding of the requirements of the Solicitors Regulation Authority (SRA) and related accreditations held by the Firm (including Lexcel). Work closely with the Managing Partner and Department Heads to ensure that HR policy and procedure supports the Firm's wider suite of policies.
- Supporting our annual Lexcel review, proactively identifying ways in which we can continue to meet the required people management standards.
- Delegating administrative HR tasks as appropriate to the Office Administrator, retaining responsibility and providing appropriate supervision.

The Person

Qualifications:

- CIPD Level 5 or equivalent HR qualification required. A Level 7 CIPD qualification or equivalent is preferred

Knowledge:

- Solid understanding of and proven ability to keep up to date with current UK employment law and best-practice

Skills:

- Flexible and self-motivated with the ability to work independently on your own initiative, prioritising a varied workload
- Resilient and highly organised in a busy working environment
- Attention to detail and effective time management
- Confident and capable IT user, including experience of HR Information Systems, management reporting, staff surveys, MS Office and a willingness to make best use of IT and seek opportunities for improving HR processes electronically
- Leads by example in demonstrating Equality, Diversity & Inclusion
- Excellent spoken and written interpersonal, communication and presentation skills at all levels
- An ability to maintain confidentiality and act with discretion and diplomacy is crucial

Experience:

- Proven HR generalist experience at a senior level, encompassing all – or the majority – of the aspects of HR required in the role
- Effective management of complex employee relations cases, demonstrating ability to consider risks and application of HR best-practice
- Experienced in developing and supporting line managers
- Experienced in using HR Information Systems (such as Breathe) and confident to take ownership of this and develop effective electronic processes
- Experience of working in a law firm or similar professional services environment is preferred
- Experience of delivering and resourcing various forms of training is highly desirable

