



JOB DESCRIPTION FOR HR MANAGER

Job title	HR Manager
Reporting to	Lenitha Bishop
Job location	Ipswich, Suffolk
Salary	Competitive, subject to experience + Pension + Benefits
Role	Part time, 25 hours per week.

Background on The DPO Centre Ltd

The DPO Centre is the UK's data protection officer resource centre. We provide 'fractional' (so less than part-time) outsourced Data Protection Officer resources ranging from 1 to 8 days per month. We have delivered our various services to over 380 organisations across the UK. We also provide EU and UK Representation services to a wide range of organisations globally.

We offer the opportunity to work in a fast paced, dynamic and varied role, alongside other like-minded and motivated professionals within a structured, organised and co-ordinated environment.

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com.

Candidate profile

First and foremost, The DPO Centre is a service business. We look only to work with proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support the continued growth in our client base and expansion of our team, we require an exceptional and experienced HR Manager to take ownership of the function and support the organisation with achieving our recruitment and employee development objectives.

You will need to be an enthusiastic team player who is well presented, articulate and has excellent written and non-verbal communication skills. Academic qualifications are of interest, however experience, especially from within the compliance and professional services sector will be considered of greater significance.

The post is office based in Ipswich, Suffolk, with the opportunity for occasional remote working.

You must enjoy working as an integral member of our team, but also be capable of managing your own workload to deliver high quality work to targets and tight deadlines. We operate a relaxed, fun and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

Your duties will include:

- Act as the primary HR contact within the organisation
- Providing HR advice and guidance across a range of HR areas, including employee relations, UK employment law, HR best practice, payroll adjustments, training and development, recruitment and various HR projects
- Be responsible for the lifecycle of each of our regular recruitment processes
- Work alongside Managers and team leaders to improve processes such as new starter, onboarding and leaver documents, employee records, diversity reporting and competitor benchmarking etc.
- Produce all employee related correspondence e.g., offer letters, Contracts, references etc.
- Manage the company pension and employee benefits schemes
- Management of internal and external staff training and development
- Further develop and promote staff appraisal processes and documentation, ensuring that this is completed by all line managers and reviewed at the agreed intervals
- Create and manage new initiatives to promote employee retention and career development, and manage the HR issues relating to remote working
- Provide regular and adequate HR related reporting to ensure that headcount, starters, leavers, sickness/absence, grievances and disciplinary matters are understood by senior management
- Ensure the business is able to make effective commercial decisions around staffing levels
- Provide ad hoc HR duties as requested from time to time

Person Specification:**Education:**

- A degree level qualification or minimum CIPD Level 5 certification or above
- Experience and practical knowledge is more valued than educational qualifications

Personal:

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills

Experience

- A minimum 3, but ideally 5 years of HR experience
- Ideally from a professional service related environment with an understanding of data protection and compliance regulations

Required skills:

- Excellent IT skills: Full Microsoft Office suite
- Highly organised, structured and disciplined, with great attention to detail
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills
- Sound judgement and able to think on your feet

Advantageous skills

- Knowledge of the GDPR, PECR, and DPA
- Knowledge of SharePoint

To apply: Follow the link to Etalent to submit your application.

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