

JOB DESCRIPTION



Job title: HR Manager

Line manager: Head of HR

Location: Swansea with occasional travel to Basingstoke

Purpose of the role: As the HR Manager, you will partner with the MDL business to deliver a high-quality HR service in the distribution centre in Swansea while supporting the commercial functions in Basingstoke, as needed. This role involves collaborating with the Senior Leadership and site management teams at MDL, providing expert advice on a range of general HR issues, and working directly with the Head of HR to develop and implement strategic organisational change projects. You will have management responsibility for the HR Assistant based in Swansea. This role will have a good degree of autonomy so the ability to manage independently is crucial.

Need to do

Key tasks:

- Act as a trusted business partner and advisor, ensuring effective delivery of HR services aligned with business goals.
- Taking account of best practice and employment law, design (where needed), lead and manage the implementation of HR initiatives such as absence management, talent management, succession planning, learning and development, and employee engagement.
- Support the Head of HR in executing MPIL projects and managing change processes, including related staff communications.
- Oversee daily HR operations, including monthly payroll, recruitment, and employee relations matters, with support from the Payroll team as necessary.
- Provide expert HR advice on a wide range of issues, and guide managers and staff on employment legislation, best practices, and organisational precedents.
- Coach and develop line managers to be self-sufficient in day-to-day HR processes, enabling more forward-thinking and strategic initiatives to be progressed.
- Identify and implement opportunities for improvement in HR activities.
- Implement key annual HR processes like salary reviews, target-setting, and performance evaluations.
- Contribute to the ongoing development of HR policy, processes, and procedures, and produce relevant management information to support business KPIs, including HR metrics.
- Collaborate with broader HR functions, such as Learning & Development and Reward, to achieve organisational goals.
- Manage, mentor, and develop the HR Assistant.
- Ensure alignment and implementation of HR policies and initiatives across all business units.

Key relationships:



- Reports to and works closely with the Head of HR
- Relationships with Line Managers, Finance, Employees, Payroll, HR Team, Lawyers, Occupational Health

Need to know

Qualifications:

- Educated to degree level is desirable
- Ideally CIPD level 7 qualified

Skills/knowledge:

- A strong understanding of HR policies, procedures, and current and upcoming employment laws is essential.
- Have excellent commercial awareness, ensuring that HR advice and procedures are pragmatic, with the ability to mitigate and explain risk.
- Possess excellent communication skills, both written and verbal, and the ability to build relationships at all levels of the organisation.
- Display a flexible and assertive attitude, with strong team collaboration skills and a positive, proactive approach.
- Ability to think critically and strategically, focusing on both immediate and long-term business needs.
- Highly organised and self-motivated, with a capacity to handle confidential information discreetly.
- Proficient in using Microsoft Office/ Google Suite and able to quickly learn new technology and HR systems
- Capable of working effectively under pressure, demonstrating good time management and adherence to company and statutory deadlines.

Experience:

- Proven experience (minimum three years) as an HR Manager, with a strong track record in managing and developing a small team.
- Experience in a warehouse logistics or manufacturing environment, understanding the unique challenges and dynamics these industries present is desirable
- Demonstrated ability to foster a cohesive working environment for both warehouse and office-based staff.
- Proficient in managing diverse communication strategies, ensuring effective engagement across all organisational levels.
- Experience within medium-sized companies undergoing change.

Need to be capable of

- Use technical and job knowledge to meet and exceed customer expectations.
- Build and maintain productive internal and external relationships.
- Take initiative in identifying and solving problems efficiently.
- Achieve results through structured goal-setting, planning, and decision-making.
- Manage resources effectively to provide the best outcomes for the business.

Signed by the job holder		Date	
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JOB DESCRIPTION



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Signed by the line manager		Date	
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With consultation this job description can be altered by management. Tasks included are not limited to those detailed above.