

# JOB DESCRIPTION

**Position:** HR Manager  
**Division:** Human Resources  
**Reports to:** Group HR Director

## Overview

An exciting opportunity has arisen for an experienced HR Professional to join the Human Resources department. AVMI is a market leader in the UK and is expanding rapidly on a global scale. This is a fantastic opportunity for a successful candidate to come on board and continue to drive alignment between HR strategies and business goals.

Reporting to the Group HR Director and working in a team of six you will have responsibility for and be expected to assist the company with all HR activities.

## Main Job Tasks and Responsibilities

- Managing the UK HR and Recruitment team with 5 direct reports
- HR reporting including budget reports
- Create a positive work environment

## Recruitment and talent acquisition

- Support the recruitment process to get the best talent onboard
- Advise on recruitment and selection strategies.
- Interview candidates
- Oversee and assist with the implementation and adoption of a new ATS system

## Employee onboarding/development

- Review all employment offers and contracts prior to issue
- Ensure the onboarding process is running smoothly
- Work with Managers to create career development programs
- Advise Managers on the appraisal process and ensure appraisals take place

## Employee Relations

- Manage employee relations including dispute resolution, disciplinary, grievance, redundancy and the performance process
- Manage TUPE process if required
- Advise managers on best practice

## Policy Development/Compliance

- Develop HR policy and procedures to drive performance, reviewing these on a regular basis and implementing change where necessary
- Ensuring all policies are up to date and communicated to employees
- Work with the Health and Safety and Compliance Officer and Commercial Director on regulatory matters

## Payroll

- Overseeing payroll for the UK

### **General**

- Working closely with the CEO and HR Director on various projects
- Preparing monthly reports
- Arranging and presenting at the management meeting
- Assisting Management and employees with day to day queries

### **The successful candidate should have the following skills and experience:**

- Generalist HR experience
- Management experience
- Experience dealing with TUPE
- A highly organised individual with the ability to manage several different projects at once and prioritise tasks effectively
- Confidence to advise senior member of the Company on HR matters
- Ability to communicate effectively both verbally and in writing
- Attention to detail is essential
- A knowledge of the Microsoft Office applications in particular Word, PowerPoint and Excel

## **ABOUT AVMI**

AVMI provides services to leading organisations in financial services, legal, professional services, retail, defence, government, health and education sectors.

AVMI has focussed its business strategy on providing 'trusted advisor' life-cycle services to clients with a significant portion of growth coming from international business.

AVMI has recently secured a place, for the second year running, in the Sunday Times International Track 200. This international growth has been enabled by AVMI's award winning Global Enterprise Framework of services, helping its multi-site clients to drive consistency and efficiency into their audio visual and collaboration facilities and services across all locations.

Having opened operations outside of the UK in Hong Kong, New York and Dublin, AVMI is planning to secure additional international locations in support of its clients' businesses.