

DAVID COLLINS STUDIO

JOB TITLE	HR Manager (Maternity Cover)
REPORTS TO	C.O.O.
DIRECT REPORTEES	Front of House Coordinator
FOCUS OF ROLE	To assist in the creation and implementation of the people strategy across David Collins Studio (DCS). To act as a lead and embed Best Practice HR Processes across the Studio. To assist the COO in day-to-day management of the studio and IT processes.
PEOPLE MANAGEMENT	To manage all hires across the Studio. To work with the management team to develop their teams.
MEETING INVOLVEMENT (INTERNAL)	Internal meetings with Executive team to advise on HR best practice.
SUPPLIER LIAISON	Maintain and develop existing relationships with external agencies, with a particular focus on recruitment partners, universities and payroll provider

HR RESPONSIBILITIES

- In line with statutory requirements and best practice, to review and implement appropriate changes to current HR policies if required
- Ensure policies and procedures are communicated to all staff effectively and provide training where required
- Provide advice and support to managers on employee relations issues
- Manage the recruitment of all DCS staff, including developing role profiles, preparing job adverts, selecting appropriate recruitment methods, shortlisting, interviewing
- Maintain and develop excellent relationships with recruitment agencies and explore social media recruitment options
- Manage the annual salary review process and produce annual compensations and benefits survey
- Manage the annual appraisal process
- Analyse Training and Development needs and develop individual training plans
- Manage the Training budget and liaise with external training suppliers
- Manage Leavers' process including exit interviews and analysing trends
- Manage induction & probation processes
- In conjunction with the Finance Manager, manage the external Payroll system (ADP) and pensions
- Manage and develop relationships with universities and design schools to facilitate intern recruitment
- Maintain employee records on HR database (Bamboo) and network
- Manage sickness procedure and record all absence

STUDIO RESPONSIBILITIES

- Manage software licences and renewals
- Liaise with external IT providers
- Oversee studio policies and procedures, especially in relation to ongoing COVID procedures

STRATEGIC RESPONSIBILITIES

- Work with the C.E.O. and C.O.O. to effect ongoing cultural change
- Develop DCS as an employer of choice

WHAT THIS PERSON NEEDS TO KNOW

- Ability to multitask and prioritise
- Excellent communicator
- Awareness of current employment trends within the design industry

ATTRIBUTES NEEDED TO BE A GOOD FIT FOR THE ROLE

- Organised and efficient
- Proactive
- Focused on delivery
- Positive
- 'Can do' attitude
- Attention to detail
- Open and Approachable

EXPERIENCE, SKILLS AND QUALIFICATIONS

ESSENTIAL

- Strong Employment Law knowledge
- Experience in dealing with ER issues and bringing harmony to the Studio
- Commercial approach to HR
- Experience in adding value as both an individual contributor and active team member
- Ability to develop rapport quickly with individuals across the Studio
- Experience gained within an Interiors or Architectural Studio or similar industry
- CIPD qualified

DESIRABLE

- Experience as a member of a Senior Management Team
- Payroll & pension experience
- The ability to reflect to others in friendly way
- The ability to look at the full picture and to ask challenging and motivating questions