



Job Title	HR Specialist	Directorate	Newsome Leadership
Grade / Level		Cost Centre	
Reports to Job Title	Group Managing Director	Direct reports (roles)	N/a
Location	Head Office		
Role Purpose			
All encompassing HR responsibilities ensuring that employment Policy and Practice is compliant and fit for purpose to support the business obligations, goals and objectives. Advise on and administer people related processes of the employment lifecycle to support consistent, fair and appropriate application.			
Key Accountabilities			
<ol style="list-style-type: none"> Oversee and administer the people related processes across the complete employee lifecycle (attraction, recruitment/selection, onboarding, performance & development, reward & recognition, retention and off-boarding) to ensure compliance with all legislative requirements in a timely, accurate and effective way. Ensure that all Company policies and processes are up to date and support the business to underpin a progressive culture through delivery of the people strategy, goals and objectives. Support as required reporting and audit processes, including collation, tracking & logging of relevant information to facilitate informed business decision-making and ensure that internal and external requirements are met. Undertake periodic reviews of employment policies and procedures in accordance with legislative or internal best practice to ensure that they are compliant and relevant to the business needs. Ensure that employment records are maintained accurately and compliantly. Advise managers and individuals on the consistent and fair application of the employment policies, processes and practices so they are appropriately informed to successfully fulfil their roles and obligations. Develop and implement effective processes that monitor and maintain the application of people practice. Be the business conscience; establish and maintain trusted respect as an exemplar of the Newsome behaviours, values and professional standards. Facilitate regular employee communication to ensure that people have access to the information they need in an effective, timely and engaging way to support on-going successful employment & business culture. To undertake project or other activities as reasonably requested in accordance with the skills, expertise and responsibility of your role. 			
Skills and Experience - Essential		Skills and Experience - Desirable	
<ul style="list-style-type: none"> Qualified to degree level or equivalent: CIPD Level 5 Strong English skills and data/numerical reasoning Experience working in a progressive HR Department Competent confident use of all microsoft packages Ability to analyse & develop solutions/ ways of working using HR knowledge with internal stakeholders to determine practical outcomes Exceptional attention to detail and quality delivery focused Excellent communication: written and verbal 		<ul style="list-style-type: none"> CIPD Qualified, to a minimum Level 7 Able to work independently and as part of a team Produce high quality creative deliverables within tight and challenging deadlines Structure and analyse issues and suggest workable solutions Conceptual thinking, working from first principles, rather than a pre-prescribed formula 	
Role Dimensions			
People	Financial	Other	
Relationship with all internal personnel External consultants and specialists Independent contributor in specialist field	No direct budget responsibility Oversight of Reward & Recognition implementation, Payroll, L&D provision	Produce & analyse People MI & Data Influence and in put to employment related decision-making in line with policies, principles & practice Influencing and guidance of senior leaders Specialist knowledge / expertise	
Position in the Organisation / Team			
Reports Directly to Group Managing Director			