



HR Project/Compliance Manager

job description



the finer details

Which site am I based at?

Acorn House (Hybrid)

Which team am I a part of?

HR

Who do I report to?

Head of HR

Who do I look after?

n/a

Team size?

n/a

Do you have responsibility for a budget?

No

the purpose of your role

The HR Compliance Manager will provide detailed oversight and specialist compliance/project support to ensure that our policies, processes, and project work is not only compliant with legal and audit standards but importantly align with our company purpose to nurture and nourish people and planet. You will develop, review and create policies and processes including designing approaches/frameworks to be used by our people team and also our people leaders in the business.

Technical expertise along with a people focused co-ownership approach is essential.

Key Responsibilities

- People policy owner – leads policy review and ongoing management (aligned to gaps and new legislation).
- Develop our internal and external audit schedule for our ethical audits and our own employee lifecycle processes to ensure we have a standardised approach and embed actions.
- Support the relationship with our external Occupational health provider, including oversight of our health surveillance programme.
- Be part of the project team for our new HRIS system, providing support on specific employee lifecycle processes.
- Leads project work including developing our GDPR compliance programme.
- Collaborate with HR and management teams to resolve policy-related issues and concerns.

Acts as a data expert, working with both People Services, IT and key stakeholders, to build a deep understanding of people data, analytics and metrics to create bespoke reports and dashboards to build a deep understanding of our people data.

- Working with the Quality & Technical teams, ensures that we are compliant with SMETA audit requirements – which includes frequency, reporting and responding to non-conformance issues.
- Leads the team of 2 ER Specialists and supports with our ER case work where required, advising on cases and coaching people.

what good looks like for this role

- Has experience of leading a team.

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qualifications & experience

Essential:

- ♥ ER knowledge
- ♥ Experience of providing best practice advice, using internal policies
- ♥ Detail orientated
- ♥ Project Lead

Desirable:

- ♥ CIPD – level 5
- ♥ Policy creation
- ♥ FMCG/Manufacturing background

- A fantastic team player, able to collaborate with others and in teams but also able to lead.
- Proactive in approach, identifying opportunities for improvement
- Demonstrable and relevant experience working in a similar specialist/HR role
- Has an in-depth and up to date working knowledge of UK employment law, policies, processes
- Is analytical with an exceptional degree of accuracy and proven attention to detail when working with data
- Is great at producing reports and confident in working with data, figures, systems, and spreadsheets
- Has a strong technical knowledge of HRIS systems.

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HR use

Date of last review:

Job reference no:

Job level:

Job family:

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