

HR Manager

Job description /

Hiring
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Job Purpose:

To ensure that consistent and professional HR management and support is provided across all areas of the business

Job Location:

Loughborough Head Office, or Stansted Airport (Start Hill) regional office

Line Manager:

Head of Operations

About Vectare

Founded in 2016 as a specialist transport consultancy, Vectare has grown over the past eight years into a vertically integrated transport solutions provider.

Alongside transport consultancy, Vectare now supplies bespoke transport management software to education sector and corporate clients, and operates a fleet of 100 Public Service Vehicles (buses, coaches and minibuses) on a range of corporate, home to school, local bus, Park and Ride and demand responsive transport services. Employing 200+ staff and transporting two million passengers per annum, we're now operating passenger transport services at scale.

Our mission is to deliver excellent road passenger transport to all who require it. We want to see bus and coach travel be a mode that people choose rather than just being the mode of last resort.

Our Head Office is in Loughborough, and we also operate multiple depots across the East Midlands and East of England. We have a regional office at Stansted Airport (Start Hill).



Main duties of the role

- Manage the end-to-end recruitment process, including the induction and onboarding of new team members
- Provide expert HR advice and guidance to managers and employees, supporting attendance and performance management, employee relations and conduct issues and conflict resolution
- Support managers with grievance and disciplinary investigations and procedures
- Manage the offboarding process for leavers
- Develop and maintain up to date HR policies in line with current legislation and best practices, and implement and audit these policies
- Attend Senior Management meetings as requested to provide specialist HR input
- Stay up to date with changes in employment laws and regulations, and liaise with our external Employment Lawyer when required (we have HR legal advice available on a retained basis from Backhouse Jones)
- Working with the Compliance Administrator and other relevant colleagues, ensure that all mandatory documentation and records are kept up to date
- Support the Finance team with the monthly payroll process as appropriate
- Generate and present reports on HR metrics, trends and initiatives as required
- Complete ad hoc general administrative duties to ensure all HR records are kept up to date and compliant with legal requirements
- Audit HR records to ensure that they are kept up to date and compliant with legal requirements

About You:

People are at the heart of our business and at Vectare, we only want the best people. Our team works to the highest standards, and we expect everybody to focus on high quality service delivery and attention to detail.

In this role, you will have influence over a wide range of our colleagues in a huge variety of job roles, so it is really important that you are committed to maximising everybody's enjoyment and wellbeing whilst at work - whilst also protecting the legal and financial interests of Vectare, as you would expect.

You may be a current HR Manager, seeking to further your career by moving to a larger SME organisation such as ourselves, or perhaps you've worked in HR support roles in the past, and want to take your first step into management. You might even have already held more senior HR leadership roles, but now want a change of pace and environment compared to working for a large corporate. Our salary proposal will be commensurate to your experience, so please do set out your expectations and experience when you apply.



All candidates should hold the below qualifications and characteristics:

- CIPD accreditation, or equivalent experience
- Excellent interpersonal skills and an approachable manner
- Ability to present information and respond to questions from employees at all levels of the organisation
- A team player and team builder
- Excellent knowledge of UK employment law and regulations
- Full UK car driving licence

We also offer:

- 20 days Annual Leave plus statutory Bank Holidays
- Defined contribution company pension scheme
- Perkbox healthcare and high street discounts scheme
- Apple iPhone and Macbook for work and personal use
- Open management culture with opportunities for progression

