

# HUMAN RESOURCES MANAGER

**Business function:** Business Support

**Closing date:** 28 February 2019

**Reports to:** Finance Director

**Start:** From March 2019

**Location:** Near Tonbridge, Kent

**Salary:** £30,000 to £35,000 depending on experience

**Terms:** Permanent full time or part time. Flexible working considered.

## TRULY FIBRE, TRULY FAST

We're expanding our team as we transform broadband in Kent and beyond. If you'd like to join us on our exciting journey, we'd love to hear from you. We are building our own fibre optic networks to homes and businesses using Fibre to the Premises (FTTP) technology – this means we can offer our customers the highest speed and highest quality broadband services in the country – guaranteed! The Trooli networks are modern, future-proof and fit for the digital age.

## THE ROLE

We're a small company with a very exciting future. This is a great opportunity for a dynamic individual to establish and develop an integral, valued and professional HR service for our growing organisation. You will have responsibility for employee matters, compensation and benefits, reward, professional growth, communications and performance management.

## Responsibilities

- Developing, managing and maintaining our company policies and procedures to support a rapidly expanding organisation, ensuring they are in line with current employment law, and communicating them to all employees
- Establishing our new HR function and building your HR team in line with company growth
- Managing our recruitment programme and campaigns and developing strategies to meet our recruitment targets.
- Supporting line managers through interview and selection process
- Assisting with onboarding new joiners
- Employee relations, including managing probation periods, absence, disciplinaries, grievances and sickness
- Developing and managing HR systems, including a performance management system.
- Managing the apprenticeship scheme
- Measuring employee satisfaction and identifying areas that require improvement
- Coaching managers on performance management issues and processes

- Implementing the training and development strategy; recognising talent and working with line managers to develop people.
- Managing and giving advice on company benefits.
- Supporting the Finance Manager with payroll activities.

## Your experience

You will hold a bachelors' degree and have at least two years' experience in HR. Your excellent all-round knowledge of HR will be backed up by a CIPD accredited (or equivalent) qualification.

Specifically, you will have prior experience and sound knowledge of:

- UK employment law
- HR best practice
- Running an end-to-end recruitment process
- Designing and conducting new hire onboarding
- Delivering high employee satisfaction.

## Your skills and personal attributes

- An exceptional communicator who can build relationships with ease
- Experience of dealing with senior and sometimes challenging individuals
- Ability to build rapport quickly with key members of the organisation
- Confident in leading a HR team and advising managers on all aspects of people
- A professional and commercial approach, with strong negotiation and problem-solving skills
- Confident in handling all aspects of employee relations, adaptable and can remain calm under pressure.

## Our values

- **Integrity:** be transparent and honest with our customers and with each other.
- **Passion:** be excited about what we do.
- **Develop:** invest in each individual.
- **Continual improvement:** work smarter, not harder.
- **Proactive:** take responsibility.
- **Teamwork:** support and collaboration.
- **Quality:** we do what we do well.

Trooli is a leading-edge technology company and as such we do not expect all our potential recruits to have experience in what we do. Don't worry, we are looking for highly motivated people that are willing to learn and are excited by the prospect of a new challenge.

If you think you are the person we are looking for, please send your CV to [careers@trooli.com](mailto:careers@trooli.com) prior to the closing date.