

## **HR Manager (12 months Fixed-Term)**

**Salary - £39,382 per annum**

**Full-time - 35 hours per week**

**Hybrid Working - 3 days on-site, 2 days working from home**

Here at ESCP, we are seeking an HR Manager to support a small HR team, to ensure exceptional service delivery to the School, alongside supporting the growth and development of the provision that we offer. This generalist role will be working closely with the Head of HR, to develop the HR offering to the organisation, deliver improvements, and drive engagement. Leading and supporting the HR and Payroll Executive, and HR Coordinator, the HR Manager will support the team in delivering departmental objectives across the full breadth of HR and Payroll activity. This is a hands-on role with opportunities to make a real difference for our employees.

### Knowledge Skills and Experience

#### *Essential Requirements*

- A proven ability to deliver departmental objectives, whether day to day service delivery, or ad-hoc or planned projects, in line with organisational needs.
- Strong knowledge of employment law, and the ability to draft, review and update HR policies, in line with employment law and best practice.
- Having experience of management of the full employment lifecycle, from first drafting job descriptions and adverts, managing the recruitment process, through to onboarding and induction, exit interviews and offboarding as needed, and any changes along the way.
- Experience of supporting and/or managing employee relations casework, such as disciplinary, grievance, absence, performance, and investigations.
- Excellent communication skills, providing advice and guidance to all members of the ESCP community at all levels.
- Excellent data management skills.
- A high degree of competence in Word and Excel.
- Payroll experience.
- The ability to learn new systems and processes quickly.

#### *Desirable Requirements*

- CIPD Level 5, or equivalent experience.
- Experience of working in HR within a Higher Education environment.
- Experience of directly managing and processing payroll.
- Having used ADP as an HRIS and Payroll system, or an equivalent system with a high level of competence.

- Experience of using an LMS, and having designed or created Learning and Development resources, or having the desire to do so.

## Main Duties and Responsibilities

### HR Team Management

- Lead and manage the HR team, providing guidance and support
- Ensure the team delivers responsive and high-quality HR services to stakeholders
- Conduct annual appraisals and support the professional growth and career development of HR team members.

### People Services

- Lead recruitment and support workforce planning activities.
- Ensure smooth onboarding, offboarding, and employee lifecycle processes, including accurate updates to payroll for processing.
- Support line managers with employee relations matters and manage casework, including investigations if needed.
- Administer company benefits and respond to employee requests efficiently.
- Maintain professional knowledge, staying updated on legal compliance and HR best practices.

### Organisational Planning and Development

- Support the Head of HR in delivering departmental objectives, medium and long-term projects, and ad hoc activities.
- Develop, review, and implement HR policies and procedures in collaboration with the Head of HR.
- Provide reports and data to support organisational planning, monitoring, and reporting requirements.

### Payroll, Data and Finance

- Support Payroll processes and guide the Payroll team on complex queries.
- Ensure HR and Payroll data, currently within ADP, is accurate, up-to-date, and audited regularly.
- Ensure adherence to Finance processes for departmental spend

### What ESCP offers you:

- 30 days annual leave with the addition of Bank Holidays.
- Company pension scheme with exceptional employer contributions.
- Permanent Health Scheme.
- Death in Service Insurance.
- Private Healthcare after a successful probation period.
- Enhanced Paid Maternity & Paternity with length of service.
- Enhanced Sick Pay with length of service.
- Hybrid Working is available - working pattern to be agreed with your line manager.
- On-site cafe with staff discount.
- Exclusive discounts with surrounding local businesses.
- Language lessons available in Spanish, Italian, German, French.

### Application details

Applicants should submit a cover letter and CV to our Human Resources Department at [ukrecruitment@escp.eu](mailto:ukrecruitment@escp.eu) detailing how you meet the essential and desirable requirements, and why you're interested in this role.

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to offer before the advertised closing date. We encourage you to apply as soon as possible and we look forward to receiving your application.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status.

We base all our employment decisions on merit, job requirements and business needs.