

HUMAN RESOURCES MANAGER

USUAL RESPONSIBILITIES INCLUDE

- Actively raise awareness of key HR initiatives, issues, legislation, and productive people management practices with senior management and fee earners
- Coordinating the provision of HR management services
- Managing the provision of HR advisory, consultative and operational services including the implementation of new processes and programs
- Developing a strong profile, network and relationship with fee earners and senior management; become a “business partner” in the making of key decisions
- Leading and developing the HR team to ensure they provide pro-active, quality and leading edge HR services to their client base, always seeking to assist them to generate higher performance standards
- Management of the HR budget
- Assisting other departments with the management of staff matters
- Dispute and grievance management and investigation
- Contributing to firm wide people & development initiatives
- Actively supporting fee earners with HR services which assist in developing a high performing, sustainable and profitable firm

COMMONLY ASKED FOR QUALIFICATIONS AND EXPERIENCE

Education:

- Tertiary qualifications in HR, Psychology, Industrial relations or a related discipline

Experience/Skills:

- 5-10 years generalist HR experience with particular emphasis on performance, remuneration & benefits, recruitment and retention strategies
- Fully proficient in acting as an advisor and consultant on the range of HR leadership issues
- Ability to develop HR strategy and implement HR services to meet desired strategic outcomes
- An in-depth understanding of the KPIs and economic drivers within professional service firms
- Ability to develop strategies, plans and approaches to help achieve these
- A team player
- Knowledge of relevant legislation
- Communication and negotiation experience with key stakeholder groups.
- The ability to think laterally and strategically, but with a practical approach
- Outstanding interpersonal skills, with the ability to quickly establish confidence and the ability to appropriately advise and influence senior managers/partners
- A proactive client service orientation and strong focus upon delivery
- The ability to work in a complex matrix environment, to be flexible and tactical in the delivery of HR services in that environment
- Strong demonstrated team leadership and coaching abilities (directly lead, developed and retained a team) as part of staff management.
- Excellent presentation, communication and influencing skills
- Proven ability to convert strategy into action
- Ability to link immediate and long term business objectives with HR solutions