

Human resources

FO Job description

Department:	Human Resources
Title:	HR Manager
Level:	Vice President
Reporting to:	CFO
Contract type:	Permanent
Office	Birmingham. UK

Colmore is a fast-growing company providing Fund Administration, Portfolio Monitoring and ancillary services into the Private Equity sector. Having outsourced HR since spinning out of a Private Equity house in 2017, the Company is now in need of its first HR professional to manage all facets of HR.

Role Purpose: Colmore has a growing team of 60 and operates from two offices in the UK, three in the US and one in Switzerland. We are also opening an office in Luxembourg shortly and hence seek an energetic and engaging HR specialist who has the knowledge and experience to set up the HR function from scratch and who is able to develop and build on the young and dynamic culture that is already in place.

Key Relationships – Finance, IT, Marketing, Operations, Sales and third-party vendors

Tasks and responsibilities – all things HR related:

- Provide day to day HR services to a team of 60 (and growing)
- Work with senior management to develop the company culture and align staff incentives
- Design and develop HR policies to meet the developing requirements of a growing company
- Introduce and manage a robust and engaging new starter process
- Lead the recruitment process for all roles, conducting interviews and managing the process
- Develop and introduce key HR metrics (staff turnover, retention, recruitment costs etc)
- Develop and introduce staff retention
- Manage and communicate changes to terms and conditions etc
- Manage grievance and disciplinary hearings
- Work closely with the Payroll & Benefits contractors to prepare monthly payroll instructions
- Design and implement the appraisal process
- Support promotions, salary reviews and such other project work
- Maintain all employee documentation in accordance with GDPR

Experience / background:

- Strong generalist HR skills, comfortable with high levels of hands-on work
- Experience of US and EU HR practices an advantage
- Degree preferred in HR or Business

Language skills:

- English (fluent – oral and written)

Competencies:

- Operationally focused, people centric and passionate about the value HR can add
- Ability to work within a team and alone with one's own initiative
- An engaging and active attitude
- A strong thinker with an enquiring mind, prepared to challenge the status quo
- Comfortable working with ambiguity

Management of people: None**Job specifics:** To be discussed**Compiled by:** Harry Pepper**Date:** August 2018