



HR Project Manager Job Description

Job Title	HR Manager
Department	Human Resources
Location	Eastbourne, East Sussex
Responsible to	Director of Strategy
Hours	39.5 hour week 08.30hrs – 17.30hrs Monday – Thursday 08.30hrs – 17.00hrs Friday 1 hour unpaid lunch each day

Company Info

Markets: Security Printing – examinations, elections, immigration, banking, government departments.

Products: Examination Certificates, Result Slips, Secure Envelopes, Scannable Registration / Answer / Mark Forms, Ballot Papers, Immigration Visas, Cheques, Registration Documents, web portals, online ordering systems

Company Strategy:

The company strategy is to develop existing and introduce new customers to existing products and to develop products to best utilise technology and provide a complete service solution to our customers. The company has invested in the latest technology to keep at the forefront of the market and ahead of the competition. It is our objective to be flexible in the products and services that we provide and to be pro-active in developing our customers' requirements.

Job Brief

We are seeking an experienced and skilled HR Manager to join our team at Zunoma. You will be responsible for overseeing all aspects of our human resources operations, including recruitment, employee relations, performance management, training and



development, compensation and benefits along with ensuring compliance with employment laws and regulations.

You will have a good background in HR management, excellent communication and interpersonal skills and the ability to effectively collaborate with employees at all levels of the organisation.

Key Responsibilities

- Act as first point of contact for staff with HR queries.
- Review, develop and maintain HR policies and procedures against industry standard and company ethos and align with Zunoma's goals and objectives.
- Manage the full recruitment and selection process, including job postings, screening candidates, conducting interviews, and making job offers.
- Provide guidance, support and coaching to line managers regarding employee relations issues, ensuring fair and consistent application of policies and procedures across Zunoma.
- Implement and oversee performance management processes, including manager and team leader training, goal setting, performance evaluations, and career development plans.
- Oversee onboarding for all employees to ensure an effective start to their time at Zunoma. Oversee paperwork and conduct exit interviews should an employee leave.
- Administer compensation and benefits programs, ensuring compliance with legal requirements and industry best practices.
- Maintain accurate HR records and documentation, ensuring confidentiality and data security. To include all company required pre-employment checks.
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- Stay up to date with changes in employment laws and regulations, advising management on necessary adjustments to HR policies and practices.
- Handle employee grievances and disciplinary actions, conducting investigations when necessary and recommending appropriate resolutions.
- Support and promote change initiatives, providing expertise and guidance on HR-related matters.
- Provide management information on personnel activities which include staffing, recruitment, training, attendance, leave, performance evaluations.
- Assist with payroll preparation.
- Assist with staff communication.



The ideal candidate can demonstrate:

- Associate CIPD membership or higher.
- Proven experience as an HR Manager or in a similar HR role.
- Good knowledge of HR best practices, employment laws, and regulations.
- Excellent communication and interpersonal skills.
- High level of integrity and ability to handle sensitive and confidential information.
- Proficient in HR systems and Microsoft Office Suite and good numeracy skills.

Desirables:

- Experience in manufacturing industry
- Mental Health First Aider
- Project management experience