

Human Resource and Development Manager

About Landell Mills

Landell Mills (www.landell-mills.com) is an international consultancy providing a range of development-oriented services that assists countries and their peoples attain the sustainable development goals. We have been in business for 40 years and are active within most emerging and developing economies. We work with private and public sector clients on assignments lasting from a few days to several years. Our work is ordinarily financed by public agencies such as the EU, the UK FCDO and the Asian Development Bank. We provide multi-disciplinary services in project design; project management; fund/grant management; management of framework contracts; rapid mobilisation of expertise; technical advisory services; institutional strengthening; training and capacity building; research and studies; monitoring and evaluation; and communications and knowledge management.

We have four principal core skill areas. These are:

- Markets, enterprise and trade;
- Agriculture, fisheries, food security and nutrition;
- Environment, water, climate change and disaster risk reduction;
- Policy dialogue, regional integration and governance.

We provide our services from within these four thematically led teams and three further service-led teams (Divisions).

The company's head offices are in the UK and Ireland, with subsidiary and project offices in various locations throughout the world.

The position

Landell Mills has approximately 45 staff based in the UK, a handful of staff in Ireland and a multitude of other mostly non-employed staff (contracted on a fixed term basis) in various countries around the world. Most UK staff currently work out of offices in Trowbridge, Wiltshire and Bristol.

The position provides the opportunity to provide human resource services to the company, on a part- or full-time basis, as per the duties and responsibilities below.

The purpose of the role is to:

- Support the Directors and work with other managers to promote a productive working environment where staff can work to their potential and see their role with the company as professionally fulfilling and personally satisfying.
- Streamline and improve policies, systems, procedures and practices to improve productivity.

Duties and responsibilities

The specific tasks of the role are to:

- Develop, support and enact recruitment policies and procedures that enable the company to attract and recruit the best quality candidates
 - Provide strategic guidance to the Directors and support to hiring managers on recruitment strategy
 - Oversee the HR administrator in implementing the recruitment and induction process
- Manage the company's human resource development and retention programme
 - Review employee training and continued professional development, and support its update and implementation
 - Support the Directors in determining workplace benefits and employee engagement plans
 - Act as an intermediary – a sympathetic ear – between employees and management as needed
 - Review and keep updated all employee related policies and procedures, e.g. working practices guide, grievance and disciplinary procedures, sickness, equal opportunities, etc.
 - Support managers in staff reviews and performance management
- Support the Directors in their review of optimal office and home working practices, including:
 - Work with the company's marketing, communications and knowledge management division to see how best to ensure knowledge sharing throughout the company
 - Review and support initiatives to promote cross-divisional interaction and collaboration within and outside the office, e.g. social events, teambuilding activities, etc.
 - Support to the process of re-configuring the office environment to meet such needs.
- Ensure compliance with all UK employment legislation (and Ireland, where applicable) and that our duty of care to employees and contractors is upheld:
 - Oversee the HR administrator in maintaining all HR/personnel files and ensure compliance with UK immigration requirements, especially in relation to staff on work permits
 - Ensure compliance with UK (and Ireland) health and safety legislation
 - Provide support to the company's duty of care policy and procedures
 - Ensure adequate insurance is in place to meet relevant legislative and contractual requirements
- Provide guidance on the recruitment and management of consultants on fixed term contracts, including:
 - Optimal utilisation of appropriate data compliant software for the storage and searching of consultant CVs
 - Support to best contractual practice and performance management of non-employed staff
 - Update contracts (for consultants, employees and interns) as agreed with Directors
- Ensure compliance with the Modern Slavery Act and the company's policy thereto and work with the management team on developing appropriate compliance procedures

- Manage and provide support to the HR/office administrator, whose duties also include administering office supply and service contracts relating to, inter alia, IT, telecommunications, insurance, office cleaning and supplies, and office security and maintenance.
- Any other reasonable task relevant to the role as delegated by the Managing Director, to whom you will report.

This description is a brief synopsis of the role and is not designed to be restrictive.

Person specification

We would expect our preferred candidate to have the following attributes:

- A graduate degree in a subject relevant to the position (desirable but not essential)
- A professional qualification relevant to the position (desirable but not essential)
- Be organised with the ability to work to a high standard, with demonstrable experience in prioritising multiple tasks and meeting deadlines
- Be able to communicate well, both in writing and verbally
- Be empathetic, discrete and professional, with an interest in supporting staff to realise their potential
- Be perfectly fluent in written and spoken English
- Be fully IT literate, with good Excel and Word skills, and preferably with experience in SharePoint

We would expect these candidates to:

- Have at least 5 years of progressively more senior working experience as an HR Manager, HR Executive, in Office Operations or as a PA to MD type role
- Be able to demonstrate success in staff development and retention initiatives

Other desirable attributes that candidates may wish to highlight in their application include:

- Experience in a professional services company or firm with highly qualified staff
- Extent of understanding of UK employment law
- Knowledge of HR systems and databases
- Experience in developing, updating and communicating HR type policies

Candidates must have a right to work in the UK.

What we offer

- A full-time position (36.25 hours per week) within a company with highly developed expertise and experience (should less than full time be preferred please state as such in your covering email);
- A competitive salary – commensurate with experience;
- A workplace pension;
- 24 days of holiday per year, exclusive of public holiday entitlement, rising to 25 with 2 years of service;
- Flexible working provisions.

Together with a variety of non-contractual benefits, including but not limited to:

- An annual bonus scheme;
- A holiday purchase and sale scheme.

The position will be based out of our Trowbridge office but with the option to work flexibly from our Bristol office or at home on some days.

How to apply

Please submit a short covering e-mail explaining why you wish to be considered for this position along with your full CV to hr@landell-mills.com and with '*HRM – your name*' in the subject title. All communications and documents should be in English. Please also state your expected salary and when you may be able to take up the role.

The deadline for applications is 10 am GMT on 16 January 2023. Applications may be reviewed on a rolling basis so early applications are encouraged.