

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title: HR Partner	Location: Hunmanby, UK
Department: HR	Contract: Permanent/ Full-Time
Reports To: HR Manager	Direct Reports: HR Assistant

1.0 Job Summary & Role

The HR Partner works closely with designated departments to provide proactive, customer-focused HR support that enables managers to achieve their operational and strategic objectives. Building strong relationships with leaders and colleagues, the postholder acts as a trusted advisor, providing pragmatic guidance and support across the full employee lifecycle while promoting best practice and ensuring compliance with employment legislation and organisational policies.

The role takes a proactive approach to people matters, using workforce data, insight and regular engagement with managers to identify trends, anticipate challenges and develop practical solutions that improve performance, employee engagement and organisational effectiveness. The HR Partner supports managers with employee relations, performance management, absence, organisational change, workforce planning, recruitment, talent development and wellbeing, empowering them to build high-performing, engaged teams.

Working collaboratively with the wider HR team and directly managing the HR Assistant, the HR Partner contributes to the development and delivery of people initiatives, organisational change programmes and continuous improvement activities, ensuring HR services add value and support the organisation's strategic priorities.

The suitable candidate will have experience of working within a fast-paced HR team, ideally within a manufacturing/engineering environment, with up to date knowledge on employment law and legislation, an excellent understanding of generalist HR duties & best practice, and CIPD qualified.

2.0 Key Responsibilities & Main Duties

- Act as the dedicated HR Partner for designated departments, developing strong, collaborative relationships with managers and providing proactive, solution-focused HR support
- Build management capability by coaching and advising managers on people management matters, ensuring consistent application of HR policies, procedures and employment legislation
- Provide expert advice and support across a range of employee relations matters, including disciplinary, grievance, capability, attendance, flexible working and family-friendly policies
- Partner with managers to identify workforce challenges and opportunities, developing practical people solutions that support departmental and organisational objectives
- Support workforce planning, organisational design and recruitment activities to ensure departments have the capability and capacity to meet service needs
- Advise managers on performance management processes, supporting effective performance, development and succession planning
- Analyse workforce data and key HR metrics to identify trends, provide insight and inform decision-making, making recommendations to improve people outcomes



- Support the planning and delivery of organisational change initiatives, restructures and consultation processes, ensuring change is managed effectively and in line with employment legislation
- Promote employee engagement, wellbeing, equality, diversity and inclusion, supporting managers to create positive, inclusive and high-performing teams
- Work with managers to identify learning and development needs and support initiatives that enhance individual and team capability
- Support the HR Manager with the development, review and implementation of HR policies, procedures and best practice
- Ensure HR records, documentation and case management are maintained accurately and in accordance with GDPR and organisational requirements
- Work collaboratively with the wider HR team to ensure a consistent, high-quality HR service across the organisation
- Support the HR Manager with HR projects, service improvements, organisational initiatives and objectives that support the People Strategy
- Build effective relationships with internal and external stakeholders
- Keep up to date with changes in employment legislation, HR best practice and emerging people trends, sharing knowledge with colleagues and managers
- Undertake any other duties commensurate with the level of the role, as reasonably required

3.0 Internal & External Relationships

- The HR Partner will be required to build & embed effective working relationships with all managers across the business supporting them to deliver their departmental needs and objectives. Also with the workforce establishing an open and supporting environment for staff. This includes stakeholders across all offices and locations, including globally
- They will also need to build successful working relationships with key stakeholders external to the business such as local apprenticeship providers, training providers, and local universities/colleges/schools

4.0 Key Performance Indicators

- Build effective partnerships with designated departments, evidenced through positive stakeholder feedback and regular engagement
- Provide timely, accurate and commercially focused HR advice in line with organisational policies and employment legislation
- Support managers to resolve employee relations cases effectively, ensuring appropriate timescales are met and risks are managed
- Contribute to improvements in employee engagement, wellbeing and retention within supported business areas
- Support managers in reducing sickness absence and improving attendance through effective case management and early intervention
- Improve management capability through coaching, guidance and the promotion of HR best practice
- Support the successful delivery of organisational change initiatives and HR projects within agreed timescales
- Ensure compliance with employment legislation, organisational policies and HR governance requirements



5.0 Essential/Desirable Factors

Knowledge	
Essential: - Up to date knowledge of Employment Law & Legislation - Generalist HR knowledge & best practice - Application of effective HR Policy & Procedure - Equality & Diversity legislation & how this is embedded within HR services/policy	Desirable: Commercial awareness
Skills & Attributes	
Essential: - Able to influence, persuade and negotiate with others in a positive way - Confident with computers, Microsoft Office, Excel, IT Systems - Providing an excellent service to stakeholders inside and outside of the business - Excellent administration and organisation skills - Effectively manage own workload working to deadlines and using own initiative when required - A positive attitude to change and need to work flexibly responsive to business needs - Highly discreet with confidential information working in line with GDPR - Ability to apply company policy and procedure and explain these to others	Desirable: - Confident with HRI Systems and interpreting the data to present to management - Good business acumen
Experience	
Essential: - Supporting the delivery of HR strategy and objectives - Managing capability, conduct and performance matters - Supporting formal investigations & hearings as a HR representative - Partnering with managers to deliver departmental & business needs - Liaising with external bodies - Maintaining HR systems and records in line with GDPR - Supporting change management objectives	Desirable: - Working within a fast-paced manufacturing/engineering environment - Experience of providing HR support across global teams - Experience of supporting the delivery and implementation of HR focused projects/initiatives



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Successfully addressing employee relation matters through effective informal methods, where appropriate	
Qualifications	
Essential: - CIPD qualified, or relevant equivalent experience - GCSE in Maths and English of C and above, or equivalent	Desirable: CIPD Qualification Level 5 / 7

Created by	Dated Created
HR Manager	July 2026

