



HR Manager

Job Description

Are you an experienced HR., training and recruitment manager looking for a part-time role? An exciting opportunity has arisen to join British Airways i360 and help to create a world-class new visitor attraction.

Reporting to Executive Director, this role will be responsible for leading our HR, training and recruitment activity.

You will have a passion for planning and delivering training and recruitment, ideally gained in a fast-paced customer facing environment. You will have experience in HR systems, policies and procedures and of creating a positive people culture and strong customer service ethos within an organisation in line with brand guidelines.

About British Airways i360

At 162 metres high, and with an observation pod rising to 138 metres, British Airways i360 is a world-class visitor attraction and the largest paid for attraction in Brighton.

Developed by the team that created the London Eye, the i360 is at the site of the root end of the historic West Pier. Our futuristic pod gives visitors a breathtaking 360 degree view of Brighton and the entire south coast.

Your responsibilities

HR

- To develop and maintain our company HR policies and procedures, including a Staff Handbook.
- Managing absence, disciplinaries, grievances and sickness, in line with employment law.
- To coach people managers on performance management issues and processes.
- To measure employee satisfaction and identify areas that require improvement including establishing a staff survey and exit surveys when people leave.
- To maintain all staff records in accordance with the Data Protection Act through the use of our HR System – People HR.
- To develop our performance management and development system which develops the potential of staff and maximises employees' contribution to achieving our company aims and objectives.
- To stay abreast of HR best practice and employment law, providing advice to any people managers in the organisation.

- To ensure that we develop and implement policies and procedures that promote equality of opportunity to staff.
- To participate in city-wide initiatives on employment and skills representing British Airways i360 at meetings with other local organisations when appropriate.

Training

- To identify staff training needs and solutions, on an ongoing basis and to develop a Staff Training Plan for individual staff members and teams.
- To deliver a company induction and customer service training programme that is inspiring and reflects our brand values working closely with our marketing team and sponsor, British Airways.
- To establish a programme for apprentices and internships, working closely with city partners such as Brighton and Hove City Council and local schools and universities.

Recruitment

- To manage all recruitment activity.
- To develop job descriptions and selection methods/criteria appropriate to each role.
- To undertake short-listing and interviews for prospective employees.
- To obtain staff references and other appropriate checks for new starters.
- To issue new job contracts.
- To plan and deliver cost effective recruitment campaigns.
- To make recommendations on the reward package for all staff at different levels, monitoring industry salary levels and ensuring that our rewards are competitive.
- To manage talent and succession planning within the organisation.

Your skills, experience and personal qualities

- You will be a CIPD qualified HR professional.
- You will have a minimum of 5 years' experience of HR, recruitment and training.
- You will have excellent interpersonal and communication skills.
- You will offer sound advice to the team, based on your up to date knowledge of the latest employment law and HR best practice.
- You will be trustworthy and discreet, sensitive to maintaining confidentiality.
- You will be an inspiring trainer and communicator, able to live and breathe our customer service and brand values in a friendly and energetic way.
- You will have the ability to work to tight deadlines and to work under pressure.
- You will be able to work autonomously and as part of a team.

- You will have strong IT skills (MS Office - Excel, Word, Outlook)

Job location and hours

This is a part-time role (FTE 0.5 FTE), with equates to 20 hours per week. Ideally we are looking for someone who is flexible and able to work additional hours as and when required.

Salary and benefits

The salary is up to £30,000 pro rata depending on experience.

How to apply

Please send your CV and covering note.