

Job Description



Job Title	Human Resource Manager
Department	Human Resources
Location	Carryduff / Banbridge (with travel to Castleblayney & Enniskillen)
Hours of Work	38 hours per week - Monday to Friday 9am to 5pm base hours with flexible start and finish times
Role Summary	<p>The HR Manager is responsible for the end-to-end delivery of the HR function for a growing business with a workforce of approximately 50 employees across locations in Northern Ireland (NI) and the Republic of Ireland (ROI).</p> <p>This is a practical hands-on role requiring someone confident managing operational HR responsibilities independently across the full employee life cycle while acting as a trusted advisor to senior management and ensuring the business operates within a compliant, structured and positive working environment.</p> <p>The HR Manager will work closely with senior leadership, with access to guidance and escalation support for complex or high-risk matters, including those arising in ROI.</p>
Key Responsibilities	<p>HR Operations</p> <ul style="list-style-type: none"> • Lead and manage all HR activity across the full employee lifecycle including recruitment, onboarding, performance management, absence management, employee relations, learning and development, and offboarding. • Act as the first point of contact for all HR-related matters, providing timely, pragmatic and legally compliant advice that balances business needs with fair employee outcomes. • Manage and prioritise day-to-day HR queries, ensuring issues are resolved effectively and in line with policy, best practice and legislation. <p>Employee Relations</p> <ul style="list-style-type: none"> • Independently manage the end-to-end delivery of employee relations processes, providing expert advice and guidance to managers on disciplinary, grievance, capability, absence and performance issues. • Provide expert guidance on employment law, policies, procedures, and terms and conditions, and ensure consistent and compliant application across the business.

- Escalate high risk or complex matters to senior leadership where required, with clear analysis and recommendations.
- Recruitment, Workforce Planning & Onboarding**
- Lead end to end recruitment activity across the business, including drafting job descriptions, coordinating shortlisting, interviews, offers and onboarding.
 - Partner with managers to support workforce planning and resourcing decisions aligned to business demands.
 - Develop and deliver onboarding programmes to ensure the effective integration of new hires and a consistent, positive employee experience.
- HR Systems, Data & Administration**
- Establish and implement the HR system, including the set up of all employee records and the migration and verification of data from existing manual and electronic files.
 - Ensure all HR data is accurate, auditable and GDPR compliant, with clear ownership of ongoing data maintenance and record integrity.
 - Embed the HR system into core HR processes, improving consistency, ease of access to information and management reporting.
 - Produce accurate HR data and reports as required to support compliance and operational decision making.
 - Complete HR administration including contracts, contractual variations, leavers, exit interviews and reporting requirements.
- Policy, Compliance & Governance**
- Develop, review, and maintain HR policies, procedures and the employee handbook to ensure they remain legally compliant (in NI and ROI), fit for purpose, in line with best practice and where possible align to wider Group standards and practices.
 - Ensure compliance with statutory and regulatory obligations including right to work, fair employment, equality and data protection requirements.
 - Support the delivery of manager training to improve understanding and consistent application of HR policies and procedures.
- Learning & Development**
- Identify learning and development needs in partnership with managers, aligned to role requirements and business priorities.
 - Coordinate relevant training, qualifications and CPD activities to address identified skills gaps.
 - Support managers to build capability within their teams through effective performance management, coaching and development conversations.

Job Description



	<ul style="list-style-type: none">• Ensure mandatory and statutory training requirements are met and recorded. <p>Culture, Engagement & Continuous Improvement</p> <ul style="list-style-type: none">• Support initiatives that promote a positive and inclusive workplace culture, employee engagement and wellbeing.• Build strong, proactive working relationships with managers across all departments, identifying emerging workforce issues early and developing appropriate solutions.• Identify opportunities to improve HR processes, onboarding, offboarding and lifecycle practices.• Lead or support people related projects and initiatives as required.
<p>Person Specification</p>	<p>Essential Criteria:</p> <p>Qualifications:</p> <ul style="list-style-type: none">• CIPD qualified at Level 5 or above, with current professional membership. <p>Experience & Knowledge:</p> <ul style="list-style-type: none">• A minimum of 5 years' practical HR generalist experience, including at least 2 years operating autonomously at HR-lead level or above.• Strong operational HR knowledge across recruitment, learning and development, employee relations, and HR administration.• Strong working knowledge of Northern Ireland employment law and HR best practice.• An understanding of the key differences between Northern Ireland and Republic of Ireland employment law and the ability to identify when specialist HR support is required. <p>Abilities & Skills:</p> <ul style="list-style-type: none">• Proven ability to manage employee relations matters end to end.• Highly developed interpersonal skills, with the ability to build rapport, establish trust and gain credibility quickly with managers and employees.• Highly organised, pragmatic and capable of managing competing priorities in a fast-paced environment.• Confidence operating autonomously, applying sound judgement across the full range of day-to-day HR matters.• Excellent written and verbal communication skills, with the confidence and credibility to communicate effectively throughout the organisation.• An ability to handle sensitive matters with discretion and professionalism.

Job Description



	<ul style="list-style-type: none">• Adopts a collaborative approach, working effectively with managers and colleagues to achieve positive people and business outcomes.• Strong IT skills including Microsoft Outlook, Word, Excel and PowerPoint.• Full clean driving licence, access to a vehicle to meet travel requirements and willingness to travel to sites in NI and ROI. <p>Desirable Criteria:</p> <ul style="list-style-type: none">• Working knowledge of Republic of Ireland employment law and experience supporting HR matters across both jurisdictions (NI and ROI).• Third-level qualification in HR, Business or a related discipline.
Application Requirements	<p>Please submit a CV and a short cover letter outlining your interest in the role and why you believe you would be a strong fit.</p> <p>CV to include 2 named referees.</p>

Semple McKillop is an equal opportunities employer, committed to providing a fair and inclusive working environment where everyone feels valued.