



Human Resources: Job Description

Title:	People Manager
Contract/Permanent:	Permanent
Department:	Admin MAL
Reports to:	UK Head of People
Salary Range:	TBD

The Company:

Martin Audio is one of the brands within the Focusrite family. Focusrite plc is a listed audio products Group that develops software / hardware products for the music generation market. There are now eight established brands: Martin Audio, Optimal Audio, Focusrite, Focusrite Pro, ADAM Audio, Novation, Ampify and Sequential.

Martin Audio enjoys an international reputation for supplying award winning, world class professional loudspeaker systems. It is renowned for integrity in design, technical excellence and longevity of product. Our mission is to create an exceptional sonic experience for the entire audience.

Location:

Martin Audio UK is situated in High Wycombe, with this site including Factory Production, Research & Development, Marketing, Sales, Service, Sourcing, and Central Functions (www.martin-audio.com).

The People team

The Group People Team currently consists of our Chief People Officer overseeing the Group Companies, Head of People UK looking after the overarching People function for the UK along with and People Business Partner, People Support and Talent Acquisition Manager.

This role will be reporting into the Head of People primarily supporting Martin Audio Ltd but with projects and activities that may be part of the Group organisation.

General Position Summary:

- The People Manager will support the people management functions that underpin the business culture. The broad areas include staffing, employee relations, compensation and benefits, reward, career development, training, on-boarding/offboarding, communications performance management and ad hoc HR projects as required and health and safety.
- The People Manager will build strong relationships with all the key stakeholders within the company. To provide people management support which support the Group's overall culture, strategic aims, and objectives. The jobholder will be expected to identify HR priorities and recommend appropriate people management solutions in addition to providing a customer-focused HR service. The jobholder will provide expert professional advice and support to managers and staff on all aspects of people management, which fully reflects current employment legislation and best practice.

Essential Functions and Major Responsibilities:

- Work as an effective member of the management team, implementing the HR strategy, policies, objectives and practices required to deliver the Group's strategy and business plan



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- Provide practical and effective advice, guidance, and support to line managers to enable them to achieve the best results through their teams
- Support where required, external suppliers e.g., benefits, training, employment law recruitment, and HRIS providers ensuring the cost-effective delivery of agreed services
- Ensure the Company maintains legal compliance in its people management activities
- Ensure the operation of an effective HR administration service

Summary of Responsibilities:

HR strategy, policies and objectives

- Support to the Head of People UK on defining and delivery of the HR roadmap.
- Assess and ensure effective management of employment law and HR best practice developments

Working with line managers

- Provide guidance, coaching and problem solving on ER matters for line managers and staff
- Deal with disciplinary/grievance and HR issues, using legal advice where appropriate and company knowledge, evidencing appropriate decision-making skills
- Provide direct support for objective setting, HR knowledge, performance reviews, training, and development
- Rolling out of and supporting managers in the performance management programme, skills assessment, resource planning and reward processes
- Manage change, providing HR input as required (re-organisation, merger, acquisition, TUPE transfer, changes to terms and conditions of employment etc.) and seeking additional expertise and support where required.
- Support the operation of effective and consistent internal communications

Pay and benefits

- Manage current pay, bonus, and benefit plans, providing advice and support to line management and staff as required
- Recommend developments to reward structures as appropriate to support the achievement of company objectives, undertaking benchmarking as required
- Manage benefit suppliers
- Collate and submit timesheets for staff in preparation for the monthly payroll ready to send to the outsourced payroll company and deal with any payroll related enquiries as well as maintaining holiday and sickness records for employees
- Keep records of benefits plan participation such as insurance and pension plan, promotions, transfers, performance reviews, and terminations
- Administers salary administration program to ensure compliance and equity within organisation.

Performance development

- Working with the Head of People UK on measuring employee engagement and identify areas that require improvement
- Ensure effective performance management, appraisal and objective setting processes meet company requirements

Recruitment & retention:



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- Support where / if required the talent and succession planning
- Working with the UK Talent Acquisition Manager to ensure an efficient recruitment processes
- Manage new starters on boarding, internal transfers and leavers exit processes

Learning & development:

- Produce and maintain appropriate learning and development plans
- Training: Identify and implement (as agreed) appropriate training and development solutions

HR documentation (Contracts, policies & procedures)

- Ensure all company policies and procedures are up to date in line with current employment law.
- Ensure line managers are up to date with changes to any policies
- Ensure the maintenance, development, relevance, communication, and implementation (as appropriate) of Employment Contracts, HR handbooks, policies, and procedures

HR administration

- Ensure the effective operation of HRIS
- Produce and report on relevant HR metrics
- Ensure transactional activity is undertaken accurately, consistently and on time
- Develop and maintain effective and relevant HR processes
- Manage to an HR Calendar, which drives HR activities and provide a focal point for HR administration activity

Experience Required:

- Minimum of 5 years' generalist experience
- Computer literate, experience of Word, Excel, PowerPoint, and MS Outlook essential.
- A good working knowledge of HRIS systems would be desirable
- Effective communication and influencing skills honed in business partnering/advisory roles
- Examples of adding value as both an individual contributor and active team member
- Experience of dealing with senior and sometimes challenging individuals
- Ability to build rapport quickly with key members of the management team.
- Confident directing HR and advising managers on all aspects of people management and development.
- Understanding of current D&I trends and how to operationalise initiatives within this area
- Delivering engagement programmes / action planning / results interpretation
- Good current knowledge of current employment law

Education:

- CIPD qualified or equivalent

Skills required:

- Administration – completes all documentation accurately and thoroughly.
- Communication – effective and diplomatic communicator both in person and on paper.
- Initiative - able to work on own initiative whether independently or as part of a team.
- Interpersonal - has the ability to interact effectively with people at all levels.
- Logic – a logical thinker with a systematic approach to work.
- Motivated - highly motivated with the vision and commitment to succeed.



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- Organisational/time management - good organisational skills with the ability to prioritise tasks and follow through. Able to manage a variety of projects to a high standard within tight deadlines.
- Planning – efficient and effective forward planner of work and projects.
- Professionalism - demonstrates credibility and appropriate verbal and non-verbal behaviour with clients and colleagues and adapts personal style where necessary.
- Teaming - acts as an integral part of the team, keeping other members informed about what is happening as well as assisting colleagues as required.
- Tenacity - has the determination and initiative to initiate action, influence events and achieve objectives.

Job Conditions:

High Wycombe based with Hybrid working available once probation is completed. 37.5 hours per week, hours to be agreed with your line manager but expectations will be working during core hours of the day.

Benefits:

Comprehensive benefits package includes Private Medical Insurance, Healthshield, Life Assurance, Income protection, Pension, Bike2work scheme, 25 days holiday increasing with length of service, staff discount on company products and merchandise. Group bonus scheme.