

STEWARTS

Job description

Job title:	HR Manager
Reporting to:	Senior HR Manger
Department:	HR
Purpose of role:	<p>The HR Manager will work closely with the Senior HR Manager to provide excellent operational HR support, in collaboration with the wider HR team. The role will also require involvement in various strategic and project work (including the onboarding of a new HRIS), change management and process improvements. Given this is a fixed term role, the ideal individual must be able to quickly gain trust and build relationships with key stakeholders.</p> <p>12 month fixed term contract, full-time</p>
Reviewed:	June 2025

Job responsibilities:

- Ensuring the delivery of outstanding operational service, working closely with the HR Manager and HR Administrators
- Provide trusted one to one advice, guidance and coaching to partners and employees on all HR matters.
- Advise on employee relations matters across all areas of the business, seeking advice from the Senior HR Manager on complex cases.
- Supporting the business with the annual review process including delivery of training.
- Advise on HR policy, making or recommending appropriate decisions.
- To work with partners and business services on key initiatives and implementation of key priorities.
- To provide strategic input into the HR strategy and to assist with initiatives, working closely with the HR team.
- Co-ordination of the wellbeing strategy
- Involvement in Diversity and Inclusion initiatives
- To support on HR projects, such as the implementation of the new HRIS.
- Line management and support of HR Administrators.

Job skills and qualifications:

- Proven HR knowledge and experience at manager level. Experience in a professional services organisation and/or law firm is desirable.
- A strong client service attitude. Being able to deal with demanding clients and build credibility, confidence and effective working relationships with senior stakeholders is imperative.
- Well-developed and sophisticated written and oral communication, interpersonal and presentation skills.
- Strong organisational skills and must be able to meet conflicting deadlines.

General skills:

- Well organised, uses initiative, prioritises appropriately, proactive, shows attention to detail, manages own workload and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers HR services with a "can do" and when necessary, "hands on" approach.
- Shares information and ideas and keeps abreast of developments externally and how that might be relevant for Stewarts.
- Shows sound judgement and decision-making skills; acts within boundaries.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team player.
- Reflects the firm's culture and represents the firm appropriately.