



JOB DESCRIPTION

- POST TITLE** : Human Resources Manager (maternity cover)
- LOCATION** : Exeter International Airport
- RESPONSIBLE TO** : Chief Operating Officer, Regional and City Airports, Group HR Manager, The Rigby Group, Managing Director Exeter Airport
- RESPONSIBLE FOR:** x 1 HR Officer (full time) and x 1 HR Assistant (part time)

STATEMENT OF PURPOSE:

To provide a complete Human Resource Management service to Regional and City Airports, Exeter Airport, Coventry Airport and occasional support to Norwich Airport over a period of maternity cover from mid-December 2016 to September 2017.

KEY RESPONSIBILITIES:

1. Ensure that all people management policies are developed and implemented consistently across the group companies and in line with organisation aims.
2. Provide strategic HR support and advice to the senior teams ensuring that the latest legislation and best practice is taken into account.
3. Provide ongoing input to the remuneration policy of the airport companies ensuring that external factors are taken into account.
4. Contribute to the professional development of managers as appropriate to enable them to effectively undertake their employee relations responsibilities.
5. Manage the provision of HR administration and data maintenance and ensure working time information is input to the HR and Payroll system to enable wages to be paid accurately and on time.
6. Work with the senior teams and communications managers to ensure effective and efficient staff communication and consultation.
7. To manage and develop the HR team so that the service provided is of the highest quality and appropriate to the needs of the businesses.
8. To constantly review internal HR processes so that the service is considered responsive, easy to use and value for money.
9. To undertake project work for the Group HR Manager as requested.

PERSON SPECIFICATION

Category	Requirement	Essential/Desirable
Qualifications / Training	Graduate member of the Chartered Institute of Personnel and Development or equivalent relevant qualification	D
	If unqualified as above working towards qualification, or part qualified	E
	Evidence of continuous professional development	E
Experience	At least 5 years' experience of generalist HR management, including advising senior managers	E
	Management of staff	E
	Experience of the aviation industry	D
Knowledge	Excellent and up to date understanding of current UK employment legislation and its application	E
Skills / Abilities	Self-motivated	E
	Excellent ability to organise and prioritise the work of the team	E
	Effective presentation and communication skills including report writing	E
	IT skills to a level which will enable effective use of computerised information systems, eg Microsoft Word, Excel, Powerpoint, email, web browsing.	E
	Experience of HR databases	E
Other relevant factors (e.g. car driver)	Mobility – able to attend other sites on a regular basis and occasionally at short notice	E