

HR Manager

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| LOCATION | Harwel, Oxfordshire and Winfrith, Dorset |
| BRANCH/DIVISION | HR; Support Services |
| RATE OF PAY: | £32K to £40K a year |

PLEASE NOTE THIS IS A TEMPORARY POSITION TO COVER MATERNITY LEAVE

RSRL is a leader in the field of nuclear decommissioning and currently manages the Harwell and Winfrith site restoration programmes under contract to the Nuclear Decommissioning Authority. The programmes encompass the recovery, treatment, packaging and storage of all forms of legacy waste. In parallel, progress will continue to be made on decommissioning, care and maintenance of facilities and de-licensing parts of the sites to release land for development.

The HR team is responsible for supporting RSRL managers in both Harwell and Winfrith sites across the full range of HR activities. We are now looking for a HR Manager who will, among other tasks, lead the provision of an HR service to Harwell and Winfrith sites, the successful candidate will report to the Head of HR.

This is a full time, high profile, wide-ranging and demanding job requiring the ability to operate effectively at both 'strategic' and 'hand on' levels. This job will have responsibilities at both Harwell and Winfrith, so there will be travel between the two sites.

Main Responsibilities

1. Implement strategies and policies for the terms and conditions of Harwell and Winfrith employees in accordance with statutory requirements and company standards, including consultation or negotiation with employee representatives as required.
2. Manage a HR team delivering all aspects of HR administration, including performance management; pay and allowances; sickness absence; job evaluation; conduct and discipline; retirement/termination of appointments, recruitment etc.
3. Ensure that all systems, processes and services are in place and where necessary, updated, to support the HR function (including SAP or equivalent systems, payroll services) and to manage any externally-contracted services eg training, payroll.
4. Manage the production and analysis of RSRL manpower and skills data to support resource plans including analysis of both employee and contractor information.
5. To be responsible for the management and development of the HR team

Desirable Aptitudes and Experience

1. Ideally qualified to degree level, you should also have an appropriate CIPD qualification or equivalent experience and the ability to contribute successfully to the development of the business.



2. Able to contribute to the development of the HR strategy for RSRL including identifying and where necessary introducing HR Best Practice as well as manage the HR function effectively on a day to day basis
3. Excellent interpersonal and influencing skills for dealing with a wide range of RSRL and external contacts, along with good organisational and IT skills
4. Strong understanding of employment law
5. A proactive approach and experience of working in a team and of being an effective team player

For further information contact: Caroline Barry, Head of HR
(caroline.barry@research-sites.com)

Applications to be sent to: Debbie Stroudley, HR, B392.10, Rutherford Avenue
Harwell Science and Innovation Campus, Didcot Oxon OX11 0DF
(Deborah.stroudley@research-sites.com)

Closing date: Friday 12th March 2010