



**Job Title:** HR Manager

**Working For:** Hanbury Strategy

**Location:** London, E1

**Start Date:** 2020, ASAP

**Salary:** Competitive and dependant on experience

### **About Hanbury Strategy**

Hanbury Strategy is looking for a CIPD qualified HR Manager (or someone keen to work towards the qualification) to help the consultancy scale. Described as 'one of the most exciting start-ups in the space for some years', Hanbury is a fast-growth public affairs and corporate communications consultancy with brilliant people and stellar clients. We help businesses navigate a time of global change, managing all aspects of communications to help firms tell their story; and build winning, insight-backed campaigns to help shape public opinion.

This individual will have the opportunity to shape how we attract and retain our talent and develop our people strategies. As a values-led business, the effective running of the people function is fundamental to driving our ambitious growth plans.

#### ***We have:***

- Offices located in the brilliant Second Home, Spitalfields co-working space with an onsite cafe, showers, yoga, live music, film screenings and guest speakers
- 28 days holiday (excluding Bank Holidays)
- Fortnightly team lunches, monthly team drinks and quarterly away days
- A strong learning & development programme
- Doctor Care Anywhere – providing you with access to medical appointments whenever you need it and EAP
- Competitive compensation packages and a bonus scheme
- Generous pension contributions
- An open mind re flexible working patterns

#### ***You have:***

- A CIPD qualification or, a desire to work towards one
- A strong work ethic and fast work rate, comfortable in fast-moving environments
- Exceptional attention to detail
- Fresh ideas. We continuously seek to improve our working practices and need an HR Assistant to offer fresh ideas and bring them to fruition
- The confidence to speak up, share your thinking and challenge all members of the team

- Experience supporting on recruitment (including employment contracts, onboarding & probation management), internal communications, reward & recognition, HR data management, line management and embedding values
- Proven ability to deal with day-to-day people issues or employee relations
- A passion for learning & development and proven experience delivering targeted and impactful L&D programmes
- Aptitude to deliver our regular salary and benefits benchmarking exercise
- The drive to do the right thing by the business and the people in it

***A typical day might include the following:***

- Owning our recruitment strategy, advertising roles, finding and interviewing candidates
- 121 conversations with team members, supporting and coaching them, identifying any issues that may arise
- Meeting with technology providers to understand how we can better streamline parts of our people strategy
- Developing new initiatives and ideas to improve the workplace

*To apply email [courtenay.hare@hanburystrategy.com](mailto:courtenay.hare@hanburystrategy.com) with your CV and a cover letter which answers the question, “why Hanbury?”*

*Hanbury Strategy is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of age, disability, gender or gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, colour, nationality, ethnic or national origin, sex or sexual orientation.*