

HR Consultant

Location	London
Job Type	Permanent, Full Time
Years of experience	4+ years
Career Level	Developing
Salary	GBP 35,000 per year plus 10% bonus scheme, pension, life assurance

Accelerate your HR career with a growing Cisco, Microsoft, VMware and EMC partner.

Block Solutions is a dynamic technology solutions business that was recently ranked 35th in the 2011 Sunday Times TechTrack100 fastest growing companies, servicing clients ranging from city-based finance houses to large public sector organisations.

PURPOSE OF THE ROLE

Our entire brand centres on the quality of our people; hiring, retaining and developing high quality people is thus one of Block's key business challenges.

To support our continued growth, we are recruiting a dedicated HR Consultant to lead and develop our HR provision and service, reporting directly into the Managing Director.

This is a great opportunity for a dynamic, enthusiastic individual who is ready to take on their first role in developing and leading an HR function.

Initial responsibilities will include:

- Implement the HR Strategy in alignment with the business plan
- Manage and coordinate all HR activities including employee relations, talent management and development and compensation and benefits
- Responsible for all staff recruitment and retention process within the business including induction and probation processes and exit interviews
- Provide proactive support and solutions on employee relations matters
- Develop and implement talent management and succession planning process
- Develop leadership and people management skills
- Ensure sound HR management practices in the company (e.g. maintaining HR policies and processes) and ensuring consistent application

- Managing appraisals, bonus, salary and compensation reviews
- Workforce planning and employee communication
- Maintaining HR information system records and compiling reports on key HR performance indicators
- Develop expertise in the skills, qualifications, roles and business models that exist within our sector
- Build strong relationships with internal customers to become a trusted adviser in support of all HR activity

REQUIRED SKILLS AND EXPERIENCE

We are looking for an experienced HR generalist with a demonstrable passion for people and business.

You should have at least 4 years broad knowledge and experience across several HR disciplines and be a graduate member of the CIPD. A post graduate qualification in HR is desired.

The successful candidate will be articulate, strong in numeracy and literacy, a natural 'people' person, well organised and with a strong work ethic.

- In depth experience working as an HR Generalist
- Thorough knowledge, understanding and experience of dealing with HR procedures
- Effective written and verbal communication and presentation skills
- Experience in working in a fast-moving sales-led culture is desirable (technology industry experience is not essential)
- Experience of TNA, producing employee and management development programmes
- A good practical understanding of Employee Relations / Law
- Involvement with compensation and benefits programmes
- Proven outstanding organisational skills, with the ability to coordinate multiple work streams in a fast paced environment
- High level of attention to detail, well developed influencing, negotiating and consulting skills
- Strong presentation skills, strong analytical skills,
- Proven ability to successfully manage organisational change, creative forward thinker.
- Strong MS Office applications skills, particularly Word, Outlook and Excel.
- Excellent communication skills, spoken and written
- Experience of organising or supporting a functional team or senior individuals

PERSONAL QUALITIES AND ATTRIBUTES

- Excellent oral and written communication skills - with proven ability to work with, gain the confidence of, and influence people at all levels
- A high degree of emotional intelligence, self awareness and a commitment to their personal and professional development
- Consultative and coach approach
- Ability to work proactively and autonomously - A positive, can-do and pragmatic approach
- Resilient and an ability to work under pressure to deadlines
- Strong organisational skills with the ability to work flexibly whilst dealing with a range issues
Ability to identify and implement solutions to ensure continuous improvement
- Ability to adapt to and deal with change effectively
- A passion for people development
- Enjoys and is capable of working well in a team environment
- A proactive, responsive and assertive attitude to achieve clear objectives and deliverables
- Strong customer management skills and a results-driven work ethic

Due to the requirement for constant oral and written communication with candidates and customers, excellent, fluent spoken and written English language skills are essential.

Block is committed to equal opportunities and does not discriminate on grounds of age, gender, race, religion, disability or sexual orientation. We are ISO9001:2008 certified.

To apply for this position, please send a CV and covering note to careers@block-solutions.net. Please note that we can only guarantee a response to successfully shortlisted applicants.

No Agencies Please