



People & Recruitment Lead

You will be joining J P Hildreth Ltd, a growing engineering consultancy, specialising in manufacturing technologies.

Salary: £45,000 (FTE)

Location: Hybrid working home & office

This position is a part time flexi role, working hours to be agreed.

J P Hildreth Ltd is a growing professional services consultancy with expertise in manufacturing technologies, and an impressive client list. Our company values of Simplicity, Clarity and Integrity underpin all that we do.

We are seeking to employ a People & Recruitment Lead who will have the opportunity to support our engineers with Recruitment and other aspects of HR. You will be working with the Business Administration Manager, leading our recruitment initiative and assisting with onboarding and other HR functions. You will handle the staffing and selection of employees through timely recruitment, reviewing of applications and CVs, scheduling and carrying out interviews, and offers of employment. You will also have a strong focus on staff retention, learning and development and subsequent annual reviews.

We are a growing company and, as such, there will likely be an opportunity for this role to grow and evolve over time. This would be done in partnership with the successful applicant to ensure a balanced approach for all.

Minimum Requirements:

- 5 years' experience in a professional environment
- HR background essential - minimum level 5 CIPD
- Understanding of HR legislation
- Attention to detail
- Curiosity & self-motivation
- Energy & enthusiasm
- Flexibility
- Must be fluent in both written and spoken English language
- Strong analytical, interpersonal, influencing skills and written and verbal skills required
- Must demonstrate excellent organizational and time management skills
- Demonstrated experience using social media channels to enhance sourcing outcomes
- Ability to work independently and as a productive member of a team



Deliverables:

Recruitment

- Be the primary contact for company recruitment, sourcing and evaluating talent for open roles within the company
- Draft and review job specs, job adverts and other written material as required for posting on internal and external careers sites
- Assist with updating the Company's recruiting platforms
- Coordinate with all stakeholders involved (agencies, candidates, hiring manager)
- Organise, coordinate and attend recruitment fairs as required
- Screen all CV's, ensuring all candidates are contacted in a timely manner and within 2 weeks of applying
- Conduct initial interviews, keeping a record of detailed interview notes for further discussion with the hiring manager
- Coordinate subsequent interview stages, liaising with the hiring manager, directors and agencies as needed
- Comply with of the company's candidate privacy policy at all times
- Ensure candidates have correct documentation
- Look after all admin from first contact with the candidate to offer stage

HR

- Support employees with any HR related issues
- Ensure compliance with UK employment laws and company policies, advising the board directors as needed
- Work with the business admin to ensure all HR files are compliant
- Conduct passport and right to work checks
- Assist with any other HR duties as required

About J P Hildreth Ltd

We are one of the UK's leading manufacturing consultancies and employ 40 engineers, technologists, and validation specialists. We work for major companies like Mars & GSK. We help define capital investment projects, deliver them and track benefits with certainty. Our engineers install and validate advanced manufacturing technology from around the world.

We are a positive, look-ahead, company. People like to work for us. We invest in training and development. We react swiftly to opportunities, make the most of good ideas, and play to people's strengths. www.jpchildreth.com

JP Hildreth has been established as an Employee Ownership Trust (EOT). This means that the business is owned by an independent trust which is tasked to act in the best interest of the employees.

There are many incredible benefits of this type of structure for both our employees and our customers. A few of the most significant employee benefits are listed below (subject to contract conditions):



- The long-term future and independence of JPH is secure.
- The structure demands an active employee representation and involvement through to the operating board.
- All employees are beneficiaries of the trust and business profits are re-invested and/or shared equitably among the employees (part of profit share payments are made free from income tax).

Ultimately, all of us employed here at JP Hildreth have an equitable stake in the future and success of the business. If this sounds like something you would love to be a part of then we would like to hear from you!

(You can find out more about the EOT philosophy and its practical impacts by following the link: <https://employeeownership.co.uk/>)