

HR Manager

The Firm

Leman Solicitors is a highly innovative, full service commercial law firm. We are passionate about what we do and how we do it.

Our vision is simple: to provide our clients with the highest quality service delivered in the most innovative and efficient way. This has allowed us to rapidly expand our client base and to attract and retain outstanding people.

Our core values are simple: bravery; humanity; and excellence. Leman Solicitors also actively seek and celebrate individuality. We want leaders, entrepreneurs, brave, ambitious and excellent people who want something different.

The Role

Leman Solicitors is launching an exciting new HR service which will be run independently from the Firm but supported and managed by our Employment Department.

We are looking for an experienced, part – time HR Manager (up to 20 hours per week) to deal with day to day HR queries. The hours would be flexible, as would the location with an ideal combination being partially from home and partially in the office.

The role will include:

- 🌈 Answering calls to clients, responding to online queries and emails from clients on day to day HR issues, which might include such things as disciplinary issues, investigations, grievances, whistleblowing and bullying complaints, payroll, absenteeism, performance management, equality and diversity, remote working, health & safety, redundancies, lay off, EWSS, TUPE etc;
- 🌈 Providing draft contracts, policies, and handbook etc;
- 🌈 Conducting an initial audit of the current employment documents of a client to determine compliance with employment law; and
- 🌈 Sending legislative and best practice updates to clients.

We are looking for someone who has 4 – 5 years HR experience. A positive, motivated, self-starter, who is excited to become involved in a new venture and combine hands on HR work with business development to help generate a new client base.

If you are interested in hearing more then get in touch!

Expect something different.