

## HR Manager

### Our organisation and what we do:

Omega Plastics was founded in 1996 and the Omega Plastics Group was established in 2015, following the acquisition of Signal Plastics.

Since then the Group, now with over 100 employees, has enjoyed continued growth with significant investments made in both companies. In 2016 Signal Plastics relocated to a 43,500 sq. ft facility on Bentall Business Park, Washington. In 2019, Omega Plastics moved into a new 45,000 sq. ft facility on Team Valley Trading Estate in Gateshead, which is also our Group head office.

The Group provide a full turn-key solution of low to high volume tooling and plastic injection moulding services. We operate across 4 main sectors: Automotive, Medical, Industrial and Technical Products and Consumer Products.

Our technical expertise and reputation for delivering solutions to challenging problems or in short timeframes allows us to assist customers from product conception through the development cycle and into serial production.

We are strongly committed to ensuring that all colleagues understand how important their contribution is to the success of the business, which ensures they are engaged and motivated to drive the Group forward. We pay competitive salaries and invest in training for our colleagues.

We are committed to equality in employment - all employees hold responsibility for promoting an inclusive working environment where colleagues are treated with dignity and respect.

**More information about us can be found at <http://www.omegaplasticsgroup.co.uk/>**

### The vacancy:

#### Location

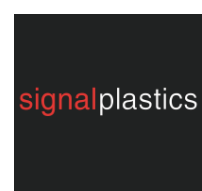
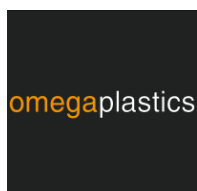
An opportunity has arisen to join us as **HR Manager**, reporting to the Group Finance Director, with support from our consultant HR Advisor. The role is based at the Group head office/Omega Plastics site on the Team Valley trading estate in Gateshead, but will also involve travel to, and some time working from the Signal Plastics site in Washington. During the COVID-19 pandemic, the role may involve some working from home.

#### Hours

This is a full-time permanent role, Monday to Friday. We are happy to discuss flexible working options around working hours.

### The role:

This is a fantastic and unique opportunity for an experienced HR professional looking to develop their career, in a rewarding new permanent role with a dynamic and growing group based in Gateshead and Washington.



Developing and managing the HR function, your main duties will include:

- HR administration, including processing new starter/leaver paperwork, references, security, and compliance checks
- Recruitment – drafting job descriptions – initial selection – interview process
- Onboarding of new recruits, including induction training and welcome pack information
- Preparing and issuing employment contracts
- Control of employee records
- Assisting the finance team with administrative tasks, payroll queries and updating finance information
- Managing absence, together with discipline, grievance, and performance management processes
- Employee personal development review process – annually
- Provide guidance on HR policies and procedures
- Working with the Group Managing Director and executive team on culture, employee engagement and communication

(For more detail, please see the attached Job Description).

*As with all positions, due to the nature and varying demands of our production and business, the responsibilities and tasks are not limited to this overview and may change to meet future demands.*

#### **The ideal candidate:**

The ideal candidate for this role will be confident and assertive, with an informal, yet professional style, and be able to roll up their sleeves to ensure the end goal is achieved.

Previous HR experience is essential, preferably in a manufacturing environment. CIPD qualification is desirable, but equal weight will be given to demonstrable skills and experience.

You will be:

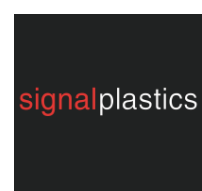
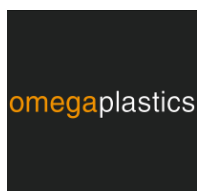
- a confident and articulate individual with the ability to challenge and influence, as well as be challenged
- proactive and highly organised, able to work independently
- commercially focused, with a positive attitude

You will have:

- Up to date knowledge of HR processes and employment law
- Experience of working in a similar position, ideally in a manufacturing environment

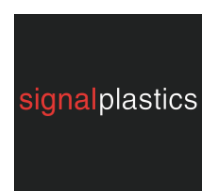
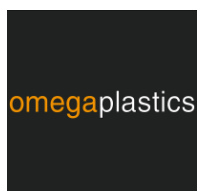
**(for more detail, please see attached person specification).**

**To apply for this role, please send a cv and covering letter explaining your suitability for the role, together with an Equal Opportunities Monitoring [form](#) to [careers@omega-plastics.co.uk](mailto:careers@omega-plastics.co.uk) by 5pm on Monday 26/10/20.**



## Job description

- Full time permanent HR Manager, salary £25,000 - £35,000 per annum, (dependent on skills and experience)
- Based at the Group head office/Omega Plastics site in Gateshead, will also involve travel to and work from the Signal Plastics site in Washington
- Reports to Group Finance Director, with support from consultant HR Advisor.
- Duties and responsibilities will include developing HR systems and providing support and advice to managers and employees. You will be responsible for the day to day HR function, including for example:
  - HR administration, including starters, leavers, references, security, and compliance checks
  - Recruitment — drafting job descriptions – initial selection – interview process
  - Onboarding of new recruits, including induction training and welcome pack information
  - Preparing and issuing contracts of employment
  - Control of employee records
  - Assisting the finance team with administrative tasks, payroll queries and updating finance information
  - Employee personal development review process – annually
  - Provide guidance on HR policies and procedures
  - Discipline, grievance, and performance management processes
  - Being responsible for employee engagement, organising team building events and employee wellness schemes
  - Contribute HR information for colleagues to business briefings
  - Supporting senior leadership team meetings with weekly/monthly KPI information for management reports –absence, turnover, diversity etc
  - Maintaining accurate and up-to date information on the HR system.
  - Managing absence: sickness and maternity / paternity leave
  - Organising training courses for staff and ensuring all training records are kept up to date
  - Working with our consultant HR advisor to create and implement clear HR policies and procedures
  - Working with Group Managing Director and executive team on culture, employee engagement and communication



### Person specification

Successful candidates are expected already to possess all the essential requirements, and be capable of, or have the potential to be trained to, an acceptable standard in the desirable ones.

<b>JOB TITLE</b>	<b>HR Manager</b>		
<b>Category</b>	<b><i>Essential</i></b>	<b><i>Desirable</i></b>	<b><i>Method of assessment</i></b>
<b>Qualifications</b>	GCSE or equivalent in English and Maths	CIPD qualification	<b>Application</b> – evidence of qualifications may be required
<b>Experience</b>	Proven HR generalist and admin experience	Work in manufacturing or similar sector	<b>Application and interview</b>
<b>Knowledge and skills</b>	Exceptional organisational and communication skills  Solid knowledge of HR processes, and employment law  Practical approach with strong problem-solving skills.  Ability to maintain confidentiality  Self-motivated - able to work independently and as part of a team.	Experienced in developing and supporting line managers through change.	<b>Application and interview</b>
<b>Personal qualities</b>	Confidence, Empathy  Positivity, Adaptability  Decisiveness  Resilience		<b>Interview</b>

