

## Job Description – HR Generalist

### The role

As a Human Resources Generalist, you will play a key role within Raidiam's HR function. You will support its growth and development, working closely with colleagues across the whole business. You will ensure adherence to HR policies and procedures, run day-to-day HR activities, manage recruitment and onboarding processes, support people relations, and ensure compliance with relevant employment laws.

You will contribute to the implementation of new practices to support the company in scaling effectively and efficiently as Raidiam enters an exciting phase of expansion, extending its global reach.

### Objective

To be the first point of contact for HR queries and advice.

To ensure the operational effectiveness of day-to-day HR activities.

To support the development of a positive workplace culture, and the alignment of HR practices with overall business objectives.

### Key responsibilities

- **HR Policies and Procedures:** Assist in the development and implementation of HR policies, programmes, and initiatives that align with the organisation's goals and contribute to its overall success, while ensuring compliance with relevant employment laws and regulations.
- **Employee Relations:** Provide guidance on a wide range of employee-related matters, such as dispute resolution, disciplinaries, grievances, and absence management with a focus on fostering a positive and inclusive work environment. Build and maintain positive employee relations, creating a harmonious workplace by addressing concerns, mediating conflicts, and promoting effective communication across the organisation.
- **Management Information:** Maintain HR systems and employee records, ensuring compliance and accuracy. Prepare HR Management Information reports and provide data for payroll.
- **Talent Acquisition:** Attract, recruit, and retain top talent by managing the end-to-end recruitment process, conducting effective onboarding, and focusing on employee engagement and retention.
- **Employee Engagement:** Provide tooling which maximises on employee engagement and creates a positive and fulfilling work environment where employees are invested in their roles and committed to the success of the company.
- **Reward and Recognition:** Manage and administer Raidiam's reward and recognition programme.
- **Organisational Culture:** Cultivating and promoting a positive organisational culture that aligns with the company's values and mission; creating a workplace environment that fosters diversity, equity, and inclusion and that prioritises employee well-being, compliance, and organisational excellence.
- **Performance Management:** Provide advice and coaching on performance management practices, supporting managers to enhance their leadership capabilities, drive organisational effectiveness and effectively manage and develop their teams in line with company objectives.
- **Learning & Development:** Support the adoption of HR policies and procedures that support high performance and help identify training needs, fostering a culture of continuous learning, and

facilitating professional development opportunities to enhance the skills and capabilities of our people.

- **Benefits Administration:** Manage employee benefits programmes, providing competitive and comprehensive benefits packages.
- Contribute to HR and company-wide projects.
- Complete any other tasks and/or duties you may be instructed to carry out from time to time.
- Comply with Raidiam’s Information Security policies and procedures.

## Essential skills and qualifications

- CIPD level 5 qualification or equivalent.
- Ability to work as a standalone HR Generalist.
- Strong working knowledge of UK employment laws and regulations. Experience working within other jurisdictions would be advantageous.
- Excellent leadership capabilities to include coaching and mentoring skills with the ability to develop and support managers.
- Ability to build strong and collaborative relationships across the whole business.
- Ability to work comfortably within a fast-paced, growth landscape.
- Excellent interpersonal, presentation and communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficient in HRIS (Human Resources Information System) and Microsoft Office Suite.

This job description is not exhaustive and will be subject to periodic review. The job description may be amended to meet the changing needs of the business.

## Job details

Job title	HR Generalist
Salary	£45,000 to £50,000
Benefits Package	Available upon successfully completing a 3-month probationary period. Including Health Cash Plan, Death in Service, Cycle to Work and “Lifestyle Savings”.
Leave entitlement	25 days annual leave (increasing with length of service), plus Bank Holidays. Enhanced maternity, paternity and adoption leave.
Location	Remote working, homebased
Contract	Permanent; full-time; 37.5 hours per week

**How to apply** – Please send your CV and a covering letter to [careers@raidiam.com](mailto:careers@raidiam.com)