



## HR/H&S Manager

Mono Equipment is one of the leading designers and manufacturers of bakery equipment in the UK. We provide tailor-made solutions to a diverse range of clients, from the small independent artisan baker to the large retail chains found on every high street and in every out-of-town shopping centre.

### Be Part of Our Story

At MONO, we look to provide an environment where people can develop and enhance their skills to benefit themselves, our company and our customers.

We are currently recruiting for a HR/H&S Manager to be the first point of contact for all HR/H&S communications. This role will be expected to liaise with directors/department heads to understand the needs of the business and ensure that policies and practices are adapted and followed as required. Your open approach will be an active representation of the company values, setting and reinforcing the standard for positive behaviours at all levels.

### What You'll be Doing

- Developing and maintaining robust policies and practices in both HR and Health and Safety
- Managing all core HR areas, including monthly payroll, employee relations, HR administration, recruitment/on-boarding, employee engagement, and maintaining and improving HR systems.
- Identifying staffing needs and manage the creation of job descriptions/contracts and handbooks.
- Managing all H&S areas such as training, risk assessments, providing expertise for incident investigations, development of corrective plans and follow-up actions to prevent recurrence.
- Ensuring compliance with UK employment law and H&S practices
- Providing HR and H&S advice and direction to both employees and managers
- Supporting management with employee relations by addressing demands and grievances.
- Promoting and encourage a positive working culture that promotes long term careers with the business
- Implementing Learning and Development programs ensuring high quality staff training, whilst also promoting internal development
- Maintaining professional relationships with internal and external customers
- Additional tasks as and when required relevant to job role

## Is This Role for You?

- Good working knowledge and understanding of regulations, policies and procedures and legislation (including legislation on data protection, the Equality Act and health and safety).
- An excellent understanding of HR and H&S practices
- The ability to develop strong working relationships and drive collaboration.
- The ability to accept and provide feedback and work well under pressure.
- The ability to assert your opinion and ideas with confidence.

The role requires a HR/H&S Manager with gained experience in a similar role and with some exposure gained within a busy manufacturing environment. Applicants should be qualified to CIPD Level 5 or equivalent and possess excellent generalist knowledge.

This is a hands-on and visible role where the successful candidate will develop strong relationships with stakeholders throughout the business, therefore good communication and negotiating skills are essential

Competitive salary and benefits.

If you would like to join our successful team and think you have the drive, determination and relevant experience to succeed in this role, we would love to hear from you.

**Please send a covering letter together with your CV to Laura Daniel:  
ldaniel@monoequip.com**