



Kinesys Job Description

Human Resources Manager

The Company

We are an exciting and dynamic company that works at the cutting edge of automation technology. Focussed on the fast moving entertainment industry, we design and sell premium products that allow designers and artists to express their creativity and push boundaries through the use of eye-catching scenic motion.

As specialists in the live entertainment arena Kinesys products can be found in use in venues and on pop concerts, TV shows, films and corporate events across six continents.

Kinesys has a simple goal: to provide exceptional automation equipment that allows venues to be outstanding and audiences to be amazed.

Job Role Background and Summary

This exciting and influential new role represents a fantastic opportunity for the right individual. It is a chance to join a dynamic company with technology at its heart.

Kinesys' requirement is for a part-time Human Resources Manager to manage all aspects of the company's HR requirements, including legal, administrative, recruitment as well as pastoral needs. Your role will be to ensure that all the staff have the information and support needed to carry out their jobs efficiently and effectively, and implement procedures to protect and enhance the work experience of the company's greatest assets, its staff.

Job Role Responsibilities

- Advice managers and provide guidance on HR policy and procedures
- Keep up to date with UK employment and data protection legislation and revise handbooks and documentation as required
- Manage investigations and employee relations issues including redundancy and grievance
- Develop and monitor innovative staff retention programmes
- Monitor and develop performance appraisal systems
- Manage HR personnel files
- Support managers on all recruiting matters, e.g. creating job descriptions, setting up and sitting in on interviews, producing contracts etc.
- Organise induction programme for new starters, set up and run leavers interview?
- Gather and evaluate market data to measure the company's competitiveness regarding salaries, compensation and bonuses



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Candidate Requirements

- Proven HR experience covering the responsibilities listed above
- Up to date knowledge of employment law
- Ability to work autonomously
- Experience of managing and conducting the recruitment process
- Excellent communication and interpersonal skills, both written and verbal
- Ability to empathise with employees and their concerns and questions
- Desire to continually improve their knowledge and the culture around them
- CIPD Qualified Member an advantage but not essential in the case of an otherwise exceptional candidate

Job Reports To

C.E.O.

Working Hours/Days

16 hours per week with potential to grow to 24 hours per week as the company expands, days and time of day are flexible

e.g.

2 days per week, 8 hours per day OR

4 days per week, 4 hours per day

Location

Based at our offices in Hampton, Middlesex, UK but a combination of 50% office and 50% home working is also possible.

Remuneration Package

- Competitive salary based on experience
- Annual bonus based on company profit share scheme
- Company pension scheme with employer contribution