



HR Executive: job specification

Job title:	HR Executive
Location:	London or Manchester
Hours:	Monday to Friday 9.30am to 5.30pm (1 hour for lunch). Part-time options will also be considered
Salary:	Dependent on experience

Brandsmiths is a boutique law firm with offices in London and Manchester providing specialist legal advice to brands and entrepreneurs. Our clients include established brands as well as fast-growth businesses, entrepreneurs and high-profile sports clubs and individuals. We help to identify, grow and protect value in today's and tomorrow's leading brands. We offer a relaxed, collegiate atmosphere that encourages leadership and entrepreneurial spirit.

We are looking for an HR Executive to create a standalone human resources function at the firm. This is a new position that will shape and oversee our increasing HR requirements, reporting to the Chief Operating Officer, with the intention of bringing innovative ideas and fresh thinking to the function within a professional services framework. The role involves overseeing performance management, supporting the relevant partners in delivering training to emergent lawyers, providing HR policy guidance and helping the firm to maintain and develop its welcoming culture as it grows. The position is advertised as full-time but part-time options are very much encouraged.

Key tasks include:

- Working collaboratively to identify and develop all aspects of the people agenda of the firm, including recruitment, talent development, retention, succession planning, career progression and growth, supporting all aspects of the employee lifecycle. Supporting the partners in training junior lawyers is an important focus
- Being first point of contact for all HR queries, providing expert HR advice and guidance to fee earners and support staff on general HR issues, supporting and steering managers where appropriate
- Identifying HR priorities and delivering HR initiatives across the firm, including annual appraisal process
- Resolve employee relations problems as they arise, working to maintain / build morale and an optimal working environment and future people strategies
- Build out a full HR capability, utilising the firm's personnel system to full effect in keeping records and identifying trends and issues early in a pro-active, solution-focused manner
- Oversee, develop and progress issues relating to health and safety across both offices
- Support the COO in building a business support structure that can expand as the firm grows over the next 2-3 years

The successful candidate will be able to demonstrate:



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- At least 3 years' experience working in HR as a generalist; professional services background is valuable but not essential
- Efficient task prioritisation and planning / organisational skills
- Strong communication and listening ability to build effective relationships throughout the firm and more widely
- Excellent people management skills, combining ability to gain and hold employees' trust while adhering to strategic imperatives
- Experience in using relevant HR software packages to drive performance and administer personnel-related matters
- Self-starting capability, comfortable with working individually and as part of a team
- Strong employment lifecycle knowledge, with awareness of where problems can arise and how to flag, pre-empt and effectively tackle them
- A can-do attitude with the ability to understand the priorities and strategic direction while delivering relevant important HR initiatives
- Ability to liaise with senior management and influence key decision-makers as well as support staff at all levels

Please apply with a CV (no more than two pages) and covering letter outlining what you would bring to Brandsmiths to: recruitment@brandsmiths.co.uk. Closing date for applications: August 20.

Please ensure that the file format for your documents is either Word document or PDF. Other file formats will not be considered.