



WE ARE RECRUITING

HR & TRAINING MANAGER

Location: Strand House, Coleraine. The role will involve travel to all our stores, including de Gruchy, Jersey and Clares, Llandudno.

36.25 Hours p/w - Full-time

REPORTING TO: Group HR Manager

SALARY: £35,000 - £40,000 (Depending on experience)

ULSTER STORES
LIMITED

OVERVIEW

This is an incredible opportunity for an experienced HR professional to join Ulster stores, as we go through an exciting period of growth and recent expansion. This is a role committed to ensuring people at the heart of the business are equipped and offered every opportunity to develop their full potential in line with our company values, Honesty and integrity, respect, positivity, support, and encouragement. We are proud to be a family-owned independent retail group of department stores, established in 1925, with a collection of unique stores that sets us apart from the rest. Over three generations, the company has cultivated strong relationships with major design houses, including Tommy Hilfiger, BOSS, GANT, Never Fully Dressed, SMEG and Le Creuset to name a few.

ESSENTIAL CRITERIA

- Must have a bachelor's degree in human resources, Business Studies, or a related field.
- Must be qualified to at least CIPD Level 5 – graduate.
- In-depth knowledge of labour law and HR best practices.
- Excellent communication and organisational skills with solid IT skills and attention to detail.
- At least 5 years experience in a generalist HR Management Role. Must include training experience.
- Excellent interpersonal skills and be able to build effective relationships.
- Must have a clean driving licence and have access to own vehicle.
- Must be able to travel to other stores including Jersey, Wales, etc.
- Excellent active listening, negotiation, and presentation skills.

DESIRABLE CRITERIA

- Train the Trainer Award
- Experience in Payroll Management
- Experience in a similar environment

COMPANY BENEFITS

Excellent terms and conditions

Auto enrolment pension

30 days annual leave
(+ additional day after 10 years' service
+ bonus week off on 20 years served)

Free parking

Very generous colleague discount scheme

Life Assurance cover

Length of service gift
(10 years & 20 years)

Appreciation day
(5 years' service)

Smile reward scheme

Retail Trust membership

TO APPLY:

Email your CV to:

human.resources@ulsterstores.com

RESPONSIBILITIES

IN MORE DETAIL...

- Provide advice to all stores and be involved with training and development, recruitment selection, disciplinaries and grievances, induction process and performance reviews etc in line with company policies.
- Deliver effective recruitment, selection, and retention solutions, all within HR best practice whilst meeting legislative guidelines.
- Support employee training and development initiatives, in line with the Learning and Development Strategy for the business.
- Provide an HR function that supports our colleagues and the continued success of the company.
- Audit and manage the employee administration, prepare regular HR report on key metrics, and assist in analysing HR data to identify trends and areas for improvement.
- In conjunction with the HR group manager, continuously monitor and review HR policies and processes and implement changes where necessary.
- Work closely with the IT department to enhance and develop HR operations.
- Assist in Developing and implementing HR Strategy relating to employee reward, development, and resourcing, including salary management and employee relations/engagement.
- Manage casual and long-term sickness absences, in line with the company's attendance management policy.
- Bridge management and employee relations by addressing grievances, disciplinary procedures, or other issues in accordance with company procedures.
- Collaborate with Group HR Manager to promote a positive and inclusive workplace culture.
- Establish a network with local HR & Training experts.

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