ATHOLL
ESTATES

Job Title: Human Resources (HR) Manager

Reports to: CEO and FD

Status: Permanent, part time (3 days per week average)

Job Summary:

The HR Manager is responsible for overseeing all aspects of the human resources function within the organisation. This includes recruitment and staffing, performance management, employee relations, training and development, policy implementation, compliance with employment law, and fostering a positive organisational culture. The HR Manager ensures HR strategies align with business objectives and supports a productive, inclusive, and legally compliant workplace.

Key Responsibilities:

- Recruitment & Staffing:
  - Oversee the full recruitment lifecycle, from job posting to onboarding
  - Work with department heads to develop job descriptions and coordinate interviews and selection
  - Work with department heads to forecast hiring needs
- Employee Relations:
  - Serve as the point of contact for employee concerns and conflict resolution
  - Foster a positive work environment and promote employee engagement
  - Lead on the implementation of our annual staff survey, currently via Great Places to Work, and the use of survey feedback to inform proactive leadership and management policies
  - Ensure fair and consistent implementation of policies
- Performance Management:
  - Develop and manage performance appraisal processes with department heads
  - Provide guidance and training to managers on performance feedback and improvement plans
- Training & Development:
  - Oversee the training register and training plan
  - Identify skills gaps and coordinate learning opportunities
  - Support leadership development and succession planning
- HR Policy & Compliance:
  - Develop, update, and enforce HR policies and procedures

    - Ensure compliance with labour laws, health and safety regulations, and internal standards
- Compensation & Benefits:
    - Advise senior management on payroll, benefits schemes, and compensation reviews
    - Benchmark salary data and recommend adjustments as needed
- HR Reporting & Strategy:
    - Maintain HR metrics and report on trends in turnover, recruitment, training etc.
    - Contribute to strategic planning and organisational development initiatives

Key Skills & Qualifications:

- Member of the Chartered Institute of Personnel and Development Level 5 or above
- Proven experience in HR management or a senior HR generalist role
- Strong knowledge of current employment law and HR best practices
- Excellent interpersonal, negotiation, and communication skills
- Ability to lead and influence across departments

Personal Attributes:

- Discrete
- Strategic thinker with a hands-on approach
- Empathetic and trustworthy with high emotional intelligence
- Organised, detail-oriented, and able to manage multiple priorities
- Confident decision-maker and problem-solver

To apply for this role, please send your CV and cover letter to Andrew Bruce Wootton at abw@atholl-estates.co.uk

