

International company based in Central London is looking for a **French speaking HR Manager**. The HR Manager is responsible for delivering a comprehensive and professional HR service across the business, ensuring compliance with UK employment legislation, supporting employee engagement initiatives, driving organisational performance, and providing expert employee relations guidance to managers and employees. The HR Manager is also responsible for a small HR team composed of one HR Adviser and 1 HR Assistant.

ROLE of the HR Manager:

Employee Relations

- Lead and manage complex employee relations cases including disciplinary, grievance, capability, absence management, flexible working, and performance matters.
- Advise managers on employment law and HR best practice.
- Support mediation and conflict resolution processes.
- Manage employment tribunal and ACAS-related matters where required.

HR Business Partnering

- Partner with the London Operations Manager to deliver people initiatives aligned with business objectives.
- Provide coaching and guidance to managers on people management issues.
- Lead organisational change projects, restructures, TUPE transfers, and consultations.

Recruitment and Resourcing

- Oversee recruitment and selection activities.
- Ensure effective onboarding and induction processes.
- Support workforce planning and succession planning initiatives.

Learning and Development

- Identify training and development needs across the organisation.
- Develop and implement learning programmes.
- Support management development and leadership initiatives.

Performance Management

- Drive the annual performance-related-pay review process.
- Support managers in setting objectives and development plans.
- Promote a high-performance culture throughout the business.

HR Compliance

- Ensure compliance with UK employment legislation and company policies.
- Maintain and update HR policies and procedures.
- Oversee HR records, GDPR compliance, and reporting requirements.
- Monitor right-to-work checks and statutory obligations.
- Adhere to the Security and Safety procedures so candidates are properly vetted
- Manage the international badges application process

PROFILE:

- Fluent in French and in English with strong communication skills both verbal and written
- **Proven experience in TUPE regulations**
- CIPD part-qualified, qualified or QBE
- Proven confidentiality skills

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- Ability to handle often difficult situations
- Great problem-solving skills
- Great relationship building skills
- UK employment law knowledge
- Strong experience of working in a unionised environment
- Authorised to travel in Europe

SALARY & BENEFITS:

- Up to £54k basic + bonus
- Meal allowance
- Discounted transport tickets
- Contributory pension scheme

This is a full-time role working 35 hours per week and is mainly an office-based role (at least 4 days a week in the office). There may be occasions where you have to start a bit earlier or finish a bit later, but this will be on the rare occasion. There may also be the odd occasion where you will need to travel to one of our international bases and stay overnight.