



**ELECTRONIC
TEMPERATURE
INSTRUMENTS LTD.**

ETI JOB DESCRIPTION

Job Title Assistant HR Manager
Responsible to HR Manager

About ETI

Electronic Temperature Instruments (ETI) Ltd, was launched in 1983 and is a UK award-winning manufacturer renowned for its precision digital thermometers and temperature-related instruments. With a focus on accuracy and innovation, ETI caters to various industries such as food service and facilities management, offering reliable solutions for temperature measurement needs.

HR Mission Statement

To support the goals and challenges of the business by providing services that promote a working environment that is characterised by the fair treatment of staff, open communications, personal accountability, trust and mutual respect.

Key Responsibilities

- Support the HR Manager with the day-to-day operation of the HR function, employee relations, HR compliance, and policy development, escalating issues when appropriate.
- Deputise for HR Manager at employee relations meetings and provide administrative support for complex casework, including accurate notetaking and action tracking.
- Oversee the day-to-day management and continuous development of the HR Management System (HRMS), providing user support, training, reporting and HR Metrics to inform business decisions.
- Coordinate end-to-end recruitment activities, including advertising, interviewing, onboarding administration and recruitment reporting. Good knowledge of immigration law
- Support HR/Payroll Coordinator with the preparation of routine HR administration in relation to starters, changes to terms and conditions of employment, leavers, etc, to ensure compliance with employment legislation, including employee lifecycle changes, payroll audits and maintaining accurate HR records.
- Lead the development and delivery of the company's Apprenticeship Scheme, working with colleges, government bodies, and training providers to build a sustainable talent pipeline and support succession planning.
- Support the HR/Payroll Coordinator with work experience placements and organize company training programmes, including management, first aid, and other mandatory or operational training.
- Support HR projects and continuous improvement initiative, including HR systems implementation, process enhancements and research into best practice.
- Conduct HR audits on the monthly payroll in conjunction with the HR/Payroll Coordinator.

Main interactions

- Internally – all members of staff
- Externally – Recruitment websites, agencies, training providers, etc

Knowledge and experience

- Extensive experience of working in a similar role within a UK HR environment of a commercial organisation.
- Good knowledge and understanding of UK employment law, theory, and HR best practice.
- An understanding of payroll functionalities, systems and processes.
- Proficient understanding and extensive use of HRMS eg instigating, updating, developing functions, training, etc.
- Excellent understanding of GDPR and how it affects the work of an HR Department.
- Good knowledge and understanding of immigration rules and regulations.
- Dealing with highly sensitive and confidential information in a diplomatic and trustworthy manner.

Training/Skills

- CIPD qualification - Level 5 or equivalent.
- Excellent interpersonal and communication skills – both written and verbal.
- Self-assured in delivering presentations and skilled at communicating with non-HR colleagues.
- Ability to prioritise a high volume of work and a wide range of tasks.
- Maintain high levels of tact, discretion, and confidentiality.
- Excellent prioritisation, planning, and organisational skills.
- Proficient user of Microsoft Office applications, Adobe, and other relevant software packages.
- Excellent attention to detail and a high level of accuracy.
- The ability to learn/absorb knowledge quickly and retain information.
- Ability to work with confidential information in a trustworthy manner and act with discretion and diplomacy.

Other

- Undertake all duties in accordance with ETI Ltd policies.
- Attend all training when required in order to adhere to mandatory regulations, legislation, and best practice.
- Promote the company positively at all times.
- Adhere to all aspects of confidentiality and Data Protection to comply with the law.
- The post holder will be required to undertake such other duties as may be required, therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.
- The organisation reserves the right to update or amend the job description, from time to time, to reflect changes to the role. The post holder will be consulted about any proposed changes.

I confirm that I have read, understood, and accept the duties detailed in this Job Description.

Employee Name	Employee Signature	Date