

## **Job Description – Senior HR Officer**

**Job Title:** Senior HR Officer

**Location:** Onsite – Cheadle, S Manchester

**Hours:** Full Time (37.5 hours per week Monday – Friday)

**Salary:** £37,000 - £42,000

### **Job Purpose:**

To provide high-quality, proactive, generalist operational HR support across the full employee lifecycle, ensuring the organisation maintains strong people practices, legal compliance, and a positive employee experience. The role partners closely with managers, supports operational HR delivery, and contributes to the development of HR processes, policies, and capability across the organisation. Seda has ambitious growth plans, so a heavy component of the role will be recruitment support.

### **Key Responsibilities:**

#### **Recruitment, Onboarding & Induction**

- Deliver end-to-end recruitment support, including drafting job descriptions, advising on best sourcing strategy, managing advertising, working with recruiters, screening candidates, coordinating and involvement in interviews, and supporting selection decisions.
- Oversee onboarding and induction processes to ensure new starters have a positive and well-structured introduction to the organisation.
- Work with managers to ensure recruitment activity aligns with workforce planning and organisational needs.

#### **Immigration, Sponsor Licence & Compliance**

- Manage the organisation's sponsor licence and visa processes, ensuring full compliance with UKVI requirements.
- Maintain accurate records, monitor visa expiry dates, and ensure all immigration-related actions are completed in a timely manner.
- Provide guidance to managers and employees on right-to-work requirements.
- Carry out right to work checks on all new employees.

#### **Employee Relations & Manager Support**

- Provide advice and guidance to managers on a range of employment issues, including absence management, performance concerns, disciplinary matters, and grievances.
- Support the preparation of documentation, note-taking, and case management to ensure fair, consistent, and legally compliant outcomes.
- Coach managers to build confidence in handling people issues effectively.

## **Reward & Performance Management**

- Working with the Chief People Officer, support the coordination of the annual reward process, including salary reviews, benchmarking, and communication of outcomes.
- Ensure managers apply the annual performance management process consistently and effectively.
- Support managers in addressing underperformance and recognising high performance.

## **Policy, Governance & Compliance**

- Maintain and update HR policies in line with legislation, best practice, and organisational needs.
- Support governance activities, including policy reviews, compliance checks, and reporting.
- Deliver or coordinate training on key HR topics to manager population, including harassment risk assessments, conduct expectations, and policy updates.
- Work with Managers to ensure consistent application of Seda policies.

## **HR Operations & Team Development**

- Work with and mentor the HR Administrator, supporting their development and capability across HR processes and systems.
- Ensure accurate and timely HR administration, including employee records, reporting, and documentation.
- Contribute to continuous improvement of HR processes, systems, and ways of working.
- Provision of data and reporting from Bright HR as required.

## **Education, Qualifications, Experience, Skills and Capabilities:**

- Educated to degree level, with CIPD Level 5 (or working towards) preferred.
- Strong, up-to-date knowledge of UK employment law and established HR best practice.
- Proven experience delivering end-to-end recruitment, ideally within the Life Sciences sector.
- Practical experience managing visa sponsorship processes, including compliance with UKVI requirements.
- Demonstrable experience supporting managers with absence management, grievance and disciplinary cases, and performance improvement processes.
- Confident in advising and influencing managers, providing clear, pragmatic guidance to support effective decision-making.
- Highly organised, with the ability to manage multiple priorities and maintain accuracy in a fast-paced environment.
- Excellent communication and relationship-building skills, with the ability to establish trust and credibility at all levels.
- Proactive and solutions-focused, operating with discretion, professionalism, and sound judgement.