



**CLEAR ANGLE
STUDIOS**

HR & Recruitment Manager

Job Overview

We are looking for a professional and energetic HR & Recruitment manager with impressive people skills to join our dynamic team of superb individuals working on some of the world's largest movie productions.

The HR & Recruitment manager will be tasked with understanding the needs of our clients and business and providing quality and tailored HR & recruitment services during an exciting period of growth. Excellent communication skills are a necessity in this role as liaising with multiple teams, employees and candidates will form a key part of the day to day.

Timely correspondence and an impeccable eye for detail are a must in an often-high-pressure environment. Building and maintaining relationships is at the forefront of our business and we're looking for someone to help promote this even further.

Responsibilities and Duties

The HR and Recruitment Manager will be responsible for the full employee lifecycle including attraction, recruitment, onboarding, development, retention, and separation.

Recruitment

- Collaborate with senior stakeholders and people managers to drive talent priorities
- Confidently and autonomously manage high volume recruitment end to end, including pre-screening and interviewing
- Advise the business on the best recruitment practices and processes
- Collaborate with people managers to identify their needs
- Create job specs, job ads and interview packs as necessary
- Pre-screen candidates and provide well-considered shortlists to managers
- Coach and guide applicants through the interview process
- Ensure a high-quality candidate experience at interview and onboarding
- Research comparable roles to understand and record market intelligence, e.g., salary expectations, working arrangements and reward structures, to develop competitive packages
- Network internally and externally to find excellent candidates

On/offboarding

- Generate and process all on and offboarding paperwork including offer letters, contracts, and termination letters
- Manage the referencing process for all new starters
- Update and maintain the HRIS (Bamboo) with all new starter and leaver information
- Manage the induction process including IT set up and new starter induction planning/delivery
- Conduct exit interviews and analyse data/report on trends

People and Process

- Provide seamless people support and advice to the business including, employee relations, reporting, data analysis and ad hoc projects
- Manage all ER issues such as grievances, performance management, and disciplinaries in a timely manner ensuring legal compliance
- Proactively build people management capability across Clear Angle Studios to empower managers to confidently handle any issues
- Confidentially and autonomously manage any change activity (structural, cultural, or otherwise) across the business
- Manage cyclical HR activities such as annual salary review, bonus programmes and benchmarking
- Regularly update and maintain the HRIS, including annual leave and absence records
- Manage all family friendly processes end to end, including policy advice
- Oversee training and development of employees

Commercials

- Partner with senior stakeholders to establish and roll-out people strategy
- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Assess and approve employee benefits, ensuring commercial viability
- Build HR data, analyse trends and proactively recommend actions
- Keep up to date with employment law and regularly revise policies ensuring legal compliance
- Have a strong understanding of Clear Angle Studios, its history, business strategy, objectives, and position in the marketplace

Requirements

- Able to work in a stand-alone capacity, comfortable with rolling your sleeves up for transactional tasks whilst also delivering on strategic tasks
- Previous experience of in-house recruitment or talent acquisition
- Proven ability to build and maintain relationships with a variety of stakeholders
- Knowledge of employment law across many countries as Clear Angle Studios operates internationally
- Sharp project management skills; able to design and deliver projects to schedule
- Able to work under pressure and prioritise work when needed
- Excellent employment law knowledge
- Excellent written and verbal communication skills
- Reliable and self-motivated
- Polite and professional
- Hands on experience working with HR systems (Bamboo, desirable)