

HR Generalist

Type: Full-time, Permanent.

Location: Deakins Park, Blackburn Road, Egerton, Bolton, BL7 9RW.

Hours: 35 hours per week.

Hours of work: Monday-Friday 9am - 5pm, Flexible working patterns available.

Salary: Competitive

Benefits: Support with relevant industry Qualifications, Sociable Hours, Free Parking and much more!



As a HR Generalist at Broker Direct, you will play a pivotal role in delivering comprehensive HR services, supporting our employees and managers, and ensuring the smooth operation of HR functions. You'll be involved in all aspects of HR, from recruitment and employee relations to performance management and policy development, contributing to a positive work environment and helping Broker Direct continue to be a great place to work.

Key Responsibilities:

- **Employee Relations:** Provide expert advice and guidance to managers and employees on HR-related matters, ensuring compliance with employment law and company policies.
- **Recruitment & Onboarding:** Manage the end-to-end recruitment process, including job postings, interviewing, offer letters, and onboarding new employees.
- **Performance Management:** Support the performance review process, advising managers on appraisals, goal setting, and employee development plans.
- **HR Policies & Procedures:** Review, update, and implement HR policies to ensure they are current and aligned with legal requirements and company objectives.
- **Learning & Development:** Identify training needs and coordinate development programs to foster growth and performance improvements.
- **Compliance:** Maintain accurate employee records and ensure compliance with data protection, right-to-work checks, and health and safety regulations.
- **Employee Engagement:** Contribute to initiatives that promote employee well-being, engagement, and retention.
- **HR Projects:** Participate in and lead various HR projects that enhance HR services and support business goals

What We Offer

- A competitive salary that reflects your experience.
- A supportive, friendly work environment where your contributions are valued.
- Access to a range of company benefits, including generous holiday entitlement and pension schemes.

Key Attributes and Skills:

- Proven experience in a HR generalist role, ideally within a fast-paced or SME environment.
- Strong knowledge of UK employment law and HR best practices.
- Excellent communication and interpersonal skills, with the ability to build strong relationships at all levels.
- Highly organised, with a keen eye for detail and the ability to manage multiple priorities.
- Proactive problem-solver with the ability to work independently and as part of a team.
- Proficient in MS Office, with experience in HR systems and data management.
- CIPD qualification (Level 5 or above) is desirable.

The Benefits:

- Increased holiday allowance with length of service.
- Birthday day off and half-day off for seasonal shopping.
- Holiday sell scheme.
- Contributory Pension Scheme.
- Discounted sports and social activities.
- Support with industry-relevant qualifications.
- Free on-site parking.
- Casual dress code, free allocation of branded clothing.
- Cycle to work scheme.
- A cash bonus for going above and beyond.
- Trained mental health & first-aid staff on-site. Plus, much more!

Send your CV to: hr@brokerdirect.co.uk

Please be advised that we may monitor or record calls for training purposes or to improve the quality of our service.
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