

HR & Office Manager

Permanent Role

Location: Office based, Brighton & Hove

**Salary: £28,000 – £32,000 dependant on
experience**

Plus bonus & benefits

The Company:

An exciting opportunity has arisen for an Office and HR Manager to join The ZDL Group!

We are one of the UK's leading and award-winning Cyber Security consultancies. We're proud to be a vibrant and progressive company with an agile team who are Passionate about all things Cyber Security related. This role will play a vital part of our expanding team, and you will be a very important part of our team.

We have an energetic and dynamic office culture where you can grow your career and really make a role your own. We encourage autonomy and are also proud of our brilliant teamwork. We have a history of promoting from within our company as well.

The successful candidate will be based in The ZDL Group's office in Hove for this permanent full-time role. In return, we will offer you a competitive salary and benefits package including our EMI Share Option Scheme, Private Medical Insurance and bonuses paid every 6 months.

Your next right move:

Report directly to Deborah Worley, COO, on all matters involving Human Resources and Offices Management, namely:

- **Recruitment** – Provide regular weekly managerial updates on all areas of recruitment by liaising with the Global Talent Acquisition Manager. Assisting with the creation of Job Specs and advice daily with recruitment matters ensuring the escalation of any items to the Ops Director. Keeping the Organigram up to date with each change of personnel.
- **New Hires** – offer letters, contracts, equipment lists, induction programmes, future training and development plan, new hire checklist, screening, ensuring all new hires have equipment/tools to do the job, file maintenance.
- **Asset Register** – making sure all equipment/phones/laptops etc... are accounted for fully.
- **Performance management** – keeping a central file of all MBO's / Roles & Responsibilities documents, biannual performance bonus reviews
- **Talent Management** – maintaining the talent pool document to ensure as many skills are being utilised from the entire team
- **Training** – working with senior management and planning all programmes so that anyone needing additional training receives it. Having a full and complete Development Programme that is driven by HR. A full and complete list of all training and certifications that have been paid for by ZDL Group.
- Being aware of **Reward/Recognition, Succession Planning** of the team. An accurate record of all Employee of the Month/Quarter awards, a complete list of pay increases and training/certification increases. Making senior management aware when there is a potential gap or employee at risk.
- **Dispute / Grievance Management** – if any issues arise, handling them accurately and effectively as soon as possible according to the UK laws. Attending disciplinary meetings and dismissals.

- **Holidays / Sickness** – keeping accurate, up to date records of all absences/holidays.
- **Leavers Management** – Exit surveys, obtaining all company property, accurate holiday calculations.
- **Office Management** – ensuring all aspects of the office are fully operational by keeping all needed supplies in stock. Managing phone lines, broadband and any other aspect of the office to be fully operational.
- **Remote Office Management** – making certain to have all information for access, safety and training for all other offices as well. Keeping track of all keys, fobs and access. WiFi codes, alarm codes etc...so everyone can enjoy all offices easily.
- **General Duties** – customer relations via effective phone skills, clerical duties, accurate note taking during meetings and distributing them in a timely manner and other associated documents.
- **Planning** – All Hands Meetings, Board Meetings, Sales Meetings, etc... with needed logistics such as meeting rooms, directions, and all travel arrangements
- **Travel** – Correctly and economically arranging all travel for consultants.
- **Mental Health First Aider** – Being fully trained to support others in the workplace with mental ill health or distress. This involves:
 - Recognising the early signs and symptoms of common workplace mental health illnesses.
 - Developing the essential skills for supportive, non-judgmental conversation with those employees that need it.
 - Acquiring the expertise and confidence to guide employees to appropriate professional support.
 - Reducing the stigma of mental health by promoting awareness of the issue.

Key skills:

- Must have a CIPD Level 3 qualification, or be willing to work towards one during employment at ZDL Group
- Strong organisation skills and attention to detail with a “can-do”, proactive attitude
- Previous experience in an HR and/or Office Management role
- Dynamic, high energy individual willing to have an impact and make a real difference to the business
- Caring, empathetic person who is able to support others

The successful candidate will need to provide suitable references and will be required to have background clearance checks. Employment will be subject to the results of this screening as well as testing during the interview process for Quality Assurance skills.

If you are interested in applying for this exciting opportunity, in the first instance please provide your current CV and contact details to Nadia Parello, HR Manager, at nadia.parello@zdlgroup.com. For further information, please visit www.zdlgroup.com.

Benefits

- Competitive salary with annual reviews
- Performance-related bonuses
- Company pension scheme
- Private Medical Insurance for the family
- Company Share Option scheme
- Length of Service is linked with increases in allocated holiday days
- Parking/Season ticket scheme
- Bonuses for employee referrals
- Structured learning and development plans which can include support for professional qualifications
- Regular team meetings and social events
- Annual eye tests
- Office First Aider

About The ZDL Group

At the forefront of IT Security Consulting, The ZDL Group's client base is diverse. Our blue-chip clients span across EMEA and come from all industry sectors from medium-size organisations to the FTSE100. Our holistic, 360° approach to IT Consulting Services and complementary security solutions are unparalleled and enable us to retain our clients by working as their strategic security partner, delivering far greater ROI.

We have two passions, Total Customer Satisfaction and Total Security Management; to deliver this, we employ only the very best people across all our locations in Brighton & Hove, London, Manchester, Edinburgh, Amsterdam, Dublin and the US.

*Individuals will receive base salaries in line with their own job history, experience, and qualifications.