

## **Role summary**

The HR Manager will act as a trusted strategic partner to business leaders, providing high-level HR expertise across the full employee lifecycle globally. This role plays a critical part in shaping organisational capability, driving cultural and operational excellence, and influencing the development of people strategies that support Foster + Partners' global vision. The HR Manager provides leadership across key HR projects, ensures consistent high-quality delivery of HR services, and mentors the wider HR team to build capability and drive continuous improvement.

## **Role Definition**

Job title: HR Manager  
Reporting to: HR Advisory Lead

## **Responsibilities**

### **Strategic HR**

Act as a trusted strategic partner to senior stakeholders, aligning people strategy with business objectives and operational priorities.

Work closely with business leaders to understand commercial drivers, organisational challenges, and workforce risks, providing insight-led HR solutions.

Influence and challenge constructively, using data, best practice, and professional judgement to support effective decision-making.

Act as a subject matter expert on employment legislation, HR best practice, and internal policies, ensuring consistent and legally compliant application.

Anticipate people-related risks and opportunities, escalating high-risk or complex matters appropriately and providing clear recommendations.

### **Talent Acquisition (TA)**

Oversee and continuously improve the recruitment lifecycle by closely collaborating with the TA team

Partner with stakeholders to ensure recruitment approaches align with organisational priorities and workforce planning objectives.

### **Reward, Contracts & Employment Framework**

Oversee the drafting, review, and issuance of employment contracts and agreements, ensuring legal compliance and alignment with organisational policies.

Advise on salary offers, reward packages, and contractual variations in line with company frameworks and governance in collaboration with the Rewards and Benefits team.

## **Global Mobility & Immigration**

Lead on global mobility activity, including international assignments, redeployments, and relocation support.

Oversee visa and right-to-work processes, ensuring compliance with immigration legislation and organisational standards.

## **Learning, Development & Induction**

Deliver and continuously enhance the induction programme to ensure a high-quality onboarding experience.

Advise managers and leadership on learning and development solutions that support organisational capability and succession planning.

## **Performance & Talent Management**

Provide guidance and oversight on probation management, performance reviews, and annual review processes.

Support managers in driving high performance while addressing underperformance in a fair and consistent manner.

## **Employee Relations**

Lead complex and sensitive ER cases including reorganisations, disputes, redundancies, and formal processes.

Ensure ER cases are handled with professionalism, consistency, and in line with employment law and internal policy.

Provide risk-based advice and ensure senior stakeholders are informed of all significant matters.

Support and influence organisational change initiatives, ensuring people impacts are well managed and change is embedded effectively.

## **Policies, Procedures & Governance**

Lead the implementation, review, and continuous improvement of HR policies, procedures, and processes.

Ensure HR practices are applied fairly, consistently, and in compliance with legal and organisational requirements.

## **Leavers & Offboarding**

Oversee the end-to-end leaver process, including contractual confirmations, holiday calculations, HR system updates, and exit interviews.

Analyse exit data to identify trends and inform retention strategies.

## **Data, Reporting & Insight**

Produce accurate HR metrics, analysis, and reports to support decision-making and strategic planning.

Maintain the integrity of HR systems, records, and data governance.

## **Leadership & Team Contribution**

Provide day-to-day leadership, mentoring, and development support to HR Advisors, administrators and junior team members.

Contribute to HR projects and continuous improvement initiatives across the function.

Provide cover across HR roles as required to ensure service continuity.

## **Equity, Diversity & Inclusion**

Actively champion Equity, Diversity & Inclusion, embedding inclusive principles into all HR activities and workstreams.

Support the organisation in fostering a culture of respect.

Thorough knowledge of and compliance with F+P procedures and standards.

## **Qualities and Skills required**

- CIPD qualified (Level 7 or above); Chartered status desirable.
- Strong, current knowledge of UK employment legislation, case law, and HR best practice.
- Proven experience operating at HR Manager or HR Business Partner level within a complex, fast-paced, or matrixed environment.
- Demonstrated capability to lead and resolve complex employee relations matters, exercising sound judgement and discretion.
- Highly credible and influential communicator, able to build trusted relationships and challenge constructively at all levels of the organisation.

- Strong analytical and problem-solving skills, with experience producing and interpreting HR metrics, insights, and management reports.
- Excellent organisational and planning capability, with the ability to manage competing priorities and deliver against multiple deadlines.
- High level of accuracy and attention to detail, with a strong commitment to confidentiality and data integrity.
- Proactive, resilient, and solutions-focused, with the ability to remain calm and professional under pressure.
- Demonstrates a high standard of professionalism and a strong commitment to service excellence and employee experience.
- Advanced Microsoft Office capability (Excel and Word essential); experience of HR systems and data platforms desirable.
- Excellent written and verbal communication skills, with fluency in spoken and written English.
- Experience within professional services, consultancy, or architectural environments is desirable.
- Legally entitled to work in the country in which the role is based.

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.