

## **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 Foster + Partners' procedures and standards.

**Qualities and Skills Required**

- Able to demonstrate ability to undertake the above responsibilities.
- Legally able to work in the country in which the position is based.
- 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.

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 postholder.