



JOB DESCRIPTION

Job Title, Line Management & Core Responsibilities	
Job Title:	Group HR Manager
Reporting To:	Group Finance Director
Location:	Colchester
About us:	<p>The Milbank Group is a family-owned investment business with a diverse portfolio of companies, focused on long-term, patient investments.</p> <p>https://milbankgroup.co.uk/life-at-milbank-group/</p> <p>We are dedicated to responsible investing practices, upholding the highest standards of integrity and accountability, ensuring sustainable growth, and fostering positive impacts on the environment and the communities we serve.</p>
Objectives of the role:	<p>We're looking for an experienced HR professional who shares our belief that people are at the heart of a successful business. In this role, you'll be the Group's central source of expertise, guiding and supporting our approach to people management across all our businesses.</p> <p>At Milbank Group, we're proud to foster workplaces where colleagues feel valued, supported, and able to thrive. You'll help us bring that to life consistently, ensuring our policies, processes, and culture reflect our values and meet the needs of each business.</p> <p>By building strong foundations and championing best practice, you'll help shape the people strategies that will support our continued growth and shared success.</p>

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Milbank Group Ltd. | Lindsey House, Brunel Way, Severalls Industrial Park, Colchester, Essex CO4 9QX

Registered in London No: 07968625 | VAT Reg No: GB 263189782



Core Responsibilities:	<p>Recruitment and onboarding</p> <ul style="list-style-type: none">• Oversight of recruitment and onboarding processes across the Group, including standardisation of associated documentation. <p>HR policies and procedures</p> <ul style="list-style-type: none">• Develop a suite of HR policies and procedures, ensuring these are aligned with the latest legislation and incorporated into staff handbooks.• Assist with the selection and implementation of a Groupwide payroll solution.• Develop HR systems across the Group and lead on the optimisation of HR processes and workflow design.• Assist in the development, collection and presentation of HR-related metrics and insight. <p>Reward strategy</p> <ul style="list-style-type: none">• Review and recommend compensation and benefits packages that are competitive and aligned with the Group's strategy; lead annual salary reviews and bonus/incentive schemes. <p>Employee relations and compliance</p> <ul style="list-style-type: none">• Oversee employee relations issues, across the Group, as a subject matter expert, supporting complex cases and ensuring fair and legally compliant outcomes.• Responsibility for compliance with external HR reporting requirements.• Develop and manage performance appraisal systems and assist in implementing where required; support managers in effective performance conversations.• Coordinate the Group's employee surveys and any subsequent actions.• Manage relationships with external consultants.
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	<p>Strategic/leadership</p> <ul style="list-style-type: none">• Collaborate with senior leadership to develop and implement HR strategies aligned with the Group’s goals.• Champion the Group’s values, supporting leaders to bring them to life, across diverse businesses.• Develop and coach local HR support, within the Group’s companies.• Champion the Group’s approach to leadership development including implementing succession planning, career development and talent retention strategies.• Support the Group’s sustainability commitments through the creation of policies that support our ESG commitments and align with the Group’s annual Impact Report.• Support the investment team with the HR aspects of due diligence on new acquisitions and post deal integration. <p>This list is not exhaustive and is likely to change as the role evolves over time in order to meet the aims and strategy of the Group.</p>
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Behaviours, Skills & Essential Qualifications

Qualifications:	<ul style="list-style-type: none">• CIPD level 5 or equivalent (required).• Degree in Human Resource, Business, Psychology or related discipline (desirable).• Level 7 or postgraduate qualification (desirable).
Behaviours:	<ul style="list-style-type: none">• Acts with integrity, fairness, and respect for confidentiality.• Builds trust and positive relationships across all levels of the organisation.• Communicates clearly and listens actively, adapting style to suit different people and situations.• Works collaboratively, encouraging co-operation and shared solutions.• Demonstrates empathy and sound judgement when supporting colleagues and resolving issues.• Maintains a constructive, adaptable, and solutions-focused approach to change.
Skills:	<ul style="list-style-type: none">• Proven experience in a senior HR generalist role, preferably at Group level.• In-depth knowledge of UK Employment Law.• Excellent communications skills (written and spoken).• Experience of writing and implementing new policies and standardising HR documentation.