

## Job Advert

**Role:** Group People & Culture Manager  
**Location:** Hybrid - Hertfordshire & Midlands  
**Salary:** £40,000 - £55,000 per annum

## About Amthal

Amthal Group is a newly formed independently owned group of established businesses who design, install, maintain, and monitor electronic life safety and security systems. Amthal Fire & Security ( AFS ) established 2000 operate from St Albans in Hertfordshire with current sales of £5.5m and 65 team members.


Integrated Protection Maintenance Services ( IPL ) established 2005 operate from Coleshill in Birmingham with current sales of £1.9m and 14 team members. The combined vision of the group is to scale a sustainable and dynamic group of businesses through continuous investment & development in its people.


With ambition to achieve revenue of £12m by 2026 and a mission to provide compliant protection, unrivalled customer experience and professional service. Committed to achieving operational excellence, through empowering and developing, exceptional talent, to maintain our friendly and supportive environment.


## Why we think you would love to work with us


At Amthal, we aim to invest and empower you to continue our mission of being one of the nation's trusted commercial fire and security partners whilst maintaining our friendly and supportive culture.


Join our team where your dedication and integrity will be recognised with opportunity and progression whilst ensuring a healthy work life balance. Our success lies in creating a working environment where every individual is motivated to work together and exceed the expectations of our customers. We value our people and will support you to deliver on all aspects of our business with integrity and dedication.

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Team member benefits include;

- 9 day working fortnight
- Continuous professional development
- Wellness & Employee Assistance Programme (EAP)
- YuLife – The #1 rated benefits programme
- Death in service insurance
- Salary sacrifice pension scheme
- Quarterly one-to-one check-ins with your line manager
- 25 days' holiday, plus Bank Holidays, increasing to 35 days (1 day extra per annum to 30 days and a further 5 days after 10 years)
- A company culture that promotes work life balance
- Access to mental health care support
- Team member of the month recognising outstanding contribution
- Annual company day to share successes and strategic plans

## About you

### **CIPD qualification required**


### **Field services sector experience advantage but not essential**


You will have a proven track record operating in a people & culture role, along with evidencing your experience and success across all elements of people & culture. The position requires a blend of strategic thinking, creativity, analytical skills, and leadership abilities. You will have a bubbly & friendly personality, be approachable & people focused, engaging and a strong relationship builder being respectful while being respected, driving a positive workplace culture.


All aspects of the role must be performed in line with the business's values to realise our vision by providing unrivalled customer experience and professional service to our clients. The position requires high levels of self-motivation, organisation and must be performed with integrity and dedication. In return we are committed to empowering and developing exceptional talent, maintaining our friendly and supportive environment to ensure we get it right first time every time.


## About the role


Reporting directly to the Group CEO the role is to develop, manage and support our processes within the business for recruitment and retention, onboarding, performance management, training plans, HR & legal compliance, build a positive culture and work environment including a focus on team wellbeing. Prepare strategies for all of the above elements to ensure our people & culture grows in line with our business ambitions.

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**Recruitment and Talent Acquisition:** Responsible for attracting, sourcing, and hiring top talent. This includes developing job descriptions, managing job postings, screening CV's, conducting interviews alongside department heads.

**Employee Onboarding and Offboarding:** Designing and implementing effective onboarding processes to integrate new team members into the business smoothly. Managing offboarding processes with dignity and ensuring all necessary exit procedures are followed.

**Employee Relations:** Handling employee-related issues, conflicts, and grievances. Facilitating communication between employees and management to resolve disputes and maintain a positive work environment.

**Performance Management:** Working with the businesses existing performance management process including working with Department heads in setting goals, providing feedback, and conducting performance reviews. Identifying areas for improvement and facilitating employee development plans.

**Training and Development:** Designing and delivering training programs to enhance team member skills and knowledge. Identifying training needs and coordinating professional development opportunities.


**Employee Engagement and Retention:** Developing strategies to foster employee engagement, satisfaction, and retention. Organising employee engagement initiatives, surveys, and feedback mechanisms to understand and address employee needs and concerns.


**Diversity, Equity, and Inclusion (DEI):** Implementing initiatives to promote diversity, equity, and inclusion within the organisation. Creating a culture of respect, fairness, and belonging where all employees feel valued and supported.


**HR Analytics and Reporting:** Utilising data and analytics to track key HR metrics, analyse trends, and make data-driven decisions. Generating reports for management to assess the effectiveness of HR programs and initiatives.


**Compliance and Legal Matters:** Ensuring compliance with employment laws and regulations. Staying up-to-date on changes in employment laws and advising management on legal matters related to HR.


**HR Information Systems:** Managing HR platforms to streamline HR processes, maintain employee records, and generate reports. Ensuring data accuracy, security, and confidentiality.

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**Internal Communications:** Facilitating internal communication channels to keep employees informed about company policies, initiatives, and updates. Fostering a transparent and open communication culture.


**Strategic HR Planning:** Collaborating with senior management to develop HR strategies aligned with the business goals and objectives. Forecasting future workforce needs and planning for talent acquisition, development, and succession.


**Employee Wellbeing and Work-Life Balance:** Promoting employee wellbeing initiatives and programs to support physical, mental, and emotional health. Encouraging work-life balance practices to prevent burnout and enhance productivity.


**Cultural Development and Values Alignment:** Nurturing the organisational culture and values by promoting behaviours and attitudes that reflect the company's mission, vision & values. Leading by example and fostering a culture of accountability and integrity.


### About the process


1. Please apply by uploading your CV via our careers page - [Apply now](#)
2. The next step is an informal phone call with one of the team to check in with and confirm that you've read the job description and are a great skills fit
3. You will then receive a telephone interview from the CEO to check you meet the skills requirement for the role along with sharing our values
4. On success of your telephone interview you will then be invited to a face to face interview at our offices with the CEO alongside another senior team member for a more formal interview process
5. We will call you to tell you you're successful before putting the offer in writing and beginning to carry out the usual security vetting and checks as required to work in our industry

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