

DUAL SITE HR MANAGER

Brand	Crowne Plaza	Salary Range	Competitive
Contract	40 hours per week (FT)	Work location	Birmingham City Centre (B1)
Supports	Holiday Inn Express / Crowne Plaza	Reports to	General Manager
Closing date	28.2.2019	Additional info	CIPD qualification is preferred but not essential

What you'll be doing!

Crowne Plaza Birmingham City Centre and Holiday Inn Express Birmingham City Centre requires a Dual site HR Manager to coach, train and support the teams within both hotels. Ensuring the company values are enabled and empowered throughout the hotels you will promote a positive team culture as well ensuring our colleagues deliver a great guest experience. You will also support the senior hotel team with recruitment, learning and development and HR compliance standards where required.

Who you'll be working for!

There's nothing complicated about dealing with business people. They're just people. Doing business. By day, international marketing superhero. By night: fluffy bath robe and a box set. Like Liz, who's left her laptop cable in the cab. Or Mario, who's secretly missing his cats. The early riser, who's first in the gym. The sales team preparing for the 'big pitch' over a freshly prepared lunch. At Crowne Plaza Hotels and Resorts, we embrace the new world of business and understand that Modern business travellers want a hotel (and a hotel team) that understands and supports them, helping at every turn.

Our Values

At Centre Island you'll be joining a growing family of 10 hotels with over 800 employees. At Centre Island whether you're working at our branded IHG hotels or our independent boutique, we deliver the brand with Centre Island Values. All our employees are engaged & enthusiastic with a Centre Island personality.

We believe our values are an integral part of our business and our teams strive to always:

- Act with **INTEGRITY** and **CARE**
- Be **ENGAGED** with customers and colleagues alike
- Have **PASSION** and take **OWNERSHIP** in everything they do
- Strive to be **CREATIVE** to continuously improve

What we offer you!

- 28 Days holiday increasing to 33 days after your 5th year of service
- Free meals on duty & full uniform provided
- Access to IHG's worldwide Employee Rate and Friends & Family discount schemes
- Internal Rewards programme where you can get recognised with Love 2 Shop vouchers for demonstrating great work
- Training & Development and the opportunity to work with a fast paced, customer-focused company

Job Profile

Main Duties and Responsibilities:

1. Coach and develop your team through feedback, motivation and recognising good performance
2. Work with the hotel GM's to implement the HR Strategy
3. Build relationships with the local community and charities
4. Drive the company values amongst the hotel teams
5. Ensure compliance with relevant employment laws, policies and procedures
6. Oversee maintenance of employee files and records
7. Support the HR team with new company initiatives
8. Support the HOD's with recruitment and inductions.
9. Coach and train HOD's on HR disciplines to enhance performance
10. Work with HOD's to achieve guest satisfaction
11. Create a positive work environment and drive employee engagement
12. Other ad hoc duties when required

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

So go on - show us how your passion and personality are the perfect fit to deliver memorable experiences to our guests!