



Example of People Manager Job Description

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Our company is growing rapidly and is looking for a people manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for people manager

- Provision resources support to line managers to ensure they have a good understanding of the role and the central part it plays in individual and team performance and to build their capability and confidence
- Ensure line management process and procedures are followed
- Continuously improve the employee experience throughout the entire employee lifecycle to maximise individual and organisational performance
- Act as ambassador and champion of the employer brand - both internally and externally
- Day to day office management duties
- Act as an escalation point for the Office Coordinator's duties
- Ensure buildings and regulatory compliance is kept up to date
- Being known as the 'go to' people safety expert by all retail teams in my region
- Supporting the UK Retail Safety Plan in my region to help identify and implement targeted improvement in order to reduce the risk of injury, harm and enforcement action
- Providing effective business support to help ensure compliance with legal, UK and Group safety requirements

Qualifications for people manager

- Sales Incentive experience required

- Provide High Level Expertise
- Supports the transformational activities in the clusters
- Develops CIP competence and manages industrial key positions talent pool