



# Example of People Manager Job Description

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Our company is hiring 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

- Job alignment
- Workforce transition planning
- Building a strong business relationship with Motability and the locational leadership team
- Principal advisor to the Senior Management team on all People & Change related matters
- Lead the development of People & Change policy/procedures
- Ensure that employment law developments are reflected in business plans
- Lead the People & Change process in relation to on-boarding of all new staff
- Provide input and support on commercial/client issues relating to staff and change management
- Provide statistical reports to management on staff churn, employee satisfaction and engagement
- Provide support in the recruitment of all contract staff

## Qualifications for people manager

- Work with the People Manager to generate ideas and problem solve around how to improve how we do things and get the best of our people
- Supporting workshops/sessions with the business to understand their people requirements
- Develop global processes and supporting materials

- 1-3 years HR experience (either as an HR generalist, or specialist Recruiter!)