

Head of Human Resources (Part-time)

Location: London, UK

Hours: Part-time (e.g., 20 hours per week)

Reports to: Chief Financial Officer

About the Role

Tekcor4 is seeking a proactive part-time Head of HR to support our people operations across the UK, India and Poland with a focus on recruitment, performance management, employee relations, and benefits administration. This role will ensure compliance with UK employment law, company policies, and HR best practices, while fostering a positive, inclusive, and high-performance culture.

Key Responsibilities

Recruitment & Onboarding

- Manage end-to-end recruitment for UK roles (job descriptions, advertising, shortlisting, scheduling, interviewing, offers, etc).
- Ensure compliance with UK Right to Work checks and equality legislation.
- Coordinate onboarding and induction, ensuring new hires receive appropriate onboarding and integration support.

Performance Management

- Support annual appraisal processes, ensuring alignment with company performance frameworks.
- Advise managers on performance improvement plans (PIPs) in line with ACAS guidelines.
- Maintain records of objectives, reviews, and training needs.

Employee Relations

- Assist in coordinating communications for organisation changes
- Serve as a first point of contact for employee queries and grievances.
- Support managers in handling disciplinary and grievance procedures in accordance with UK Employment Law.
- Promote diversity, equity, and inclusion in all HR processes.

Benefits & Payroll Support

- Administer employee benefits (pensions, private health, life assurance, etc.) in line with UK statutory requirements.
- Liaise with payroll provider to ensure accurate and timely processing of part-time payroll information.
- Monitor statutory leave (maternity, paternity, shared parental, sickness, etc.).

Compliance & HR Administration

- Maintain HR records in compliance with UK GDPR and company retention policies.
- Ensure HR policies are up to date with current UK employment legislation (Equality Act 2010, Employment Rights Act 1996, etc.).
- Prepare reports on HR metrics for management review.

Qualifications & Experience

- CIPD Level 5 (or working towards) preferred.
- Proven experience in a generalist HR role, in the UK.
- Strong knowledge of UK employment law, HR compliance, and ACAS best practices.
- Experience in recruitment, performance management, and benefits administration.
- Excellent interpersonal, communication, and organisational skills.

Key Skills & Attributes

- Confidential and professional approach to HR matters.
- Ability to manage multiple priorities and work independently.
- Strong attention to detail and record-keeping.
- Proactive problem-solver with a people-first mindset.

Equal Opportunities

Tekcor4 is an equal opportunities employer. We are committed to creating a diverse and inclusive environment and welcome applications from all qualified candidates regardless of background, protected characteristics, or circumstances.