

How many lives have you saved today?

FFE is a global design and manufacturing business, with a head office and manufacturing in Hitchin, R&D Centre in Cambridge and sales and marketing support across the globe. FFE are dedicated to supplying specialist detection and suppression products to the fire industry. FFE is part of the Halma plc group, a UK-based global FTSE 100 company.

Our business is driven by our vision of a future where all lives and livelihoods are safe from fire, and is supported by:

- Understanding our customers and our markets whilst providing the highest quality of customer service and satisfaction.
- Designing and manufacturing quality products in a sustainable way.
- Striving for excellence in everything we do.

There is worldwide reliance on FFE products, in high profile public infrastructure, commercial workspaces and industrial operating environments. In addition, FFE products are trusted to protect some of the world's most iconic buildings such as the White House, Dubai Airport, and Pinewood Studios.

The FFE portfolio includes two industry leading product brands: With over half a million Optical Beam Smoke Detector units installed around the world, Fireray® is using proven technology in a product line with heritage stretching back to 1994. Talentum® is one of the world's most respected flame detector brands in the marketplace, FFE is not only providing quality today but developing technologies for tomorrow.

Furthermore, here at FFE we value our employees, giving them the freedom to be creative and innovative. Having a great team spirit and people that are proud to work for a company that saves lives, our teams see the direct impact of their efforts in the daily operations.

Position: Head of HR

Reporting to: Finance Director

Functional Area: HR

Location: Hitchin Office based - reliable commuting distance

Salary: £60k-£70k per annum with extensive benefits, bonus and generous Halma Pension plan

Scope of the Job

The Head of HR role presents a unique opportunity to lead and develop the People Team function with two direct reports across FFE. With a focus on customer experience and operational excellence, you will lead people strategies across the board through the delivery of world class, responsive, professional and high-quality HR and talent management services, applicable to both employees based within the UK and internationally.

Key Responsibilities

- Provide strategic leadership of the People Team function by developing and implementing human resources strategies, guidelines, and procedures to complement and support FFE priorities both locally and internationally.
- Advise senior leaders on human resource issues and strategic workforce developments, contributing to corporate decision-making.
- Be a strong business and sparring partner to the directorate and wider business.

- Lead and motivate the People Team to provide high quality support to the business providing proactive and reliable daily end-to-end HR operational and advisory support.
- Drive continuous improvement in employee engagement and promote the FFE values of Curiosity, Problem Solving, Integrity, Collaboration, Positivity and Accountability. Keep up-to-date with employment law and developments on HR issues, and ensure that FFE's policies and procedures reflect legal requirements globally.
- Building and managing HR processes to deliver an efficient, customer centred and audit proof HR service.
- Together with leaders ensure that onboarding, training, coaching, development, and offboarding is well handled. Leading new starter company inductions.
- Be knowledgeable on how to execute investigations, resolve employee relations issues such as grievances, and supporting well-being of staff.
- Drive innovative, data-driven, approach to talent attraction, including expert use of LinkedIn, social networks, analytics and technology.
- Talent acquisition and management . This includes attracting, recruiting, and retaining top talent. Be creative and strategic in its approach to finding and keeping talented employees.
- Ensuring appropriate continuous professional development of employees, designing and, where appropriate, delivering relevant training.
- Develop talent and succession plans to ensure we have the right skills and right people to deliver our work now and in the future.
- Track and report to executive management on the HR and talent strategy with key metrics.
- Overseeing administration of employee-related paperwork, such as employment contracts, new starter packs, or formal notices of termination.
- Manage a performance appraisal system that drives engagement and high performance.
- Overseeing staff attendance and absence monitoring.

Skills & Experience:

- Degree, management qualification or relevant professional qualification or knowledge and ability at an equivalent level.
- Chartered member of CIPD (level7).
- Experienced in HR/Talent Management/Training.
- Strong organisational and leadership skills. High EQ - relationship management, and influencing skills.
- Excellent communication skills, both verbal and written, able to inspire others and adapt style to different audiences.
- Proven track record of managing change including restructure, TUPE and M&A.
- Demonstrated ability to assimilate and analyse information, develop innovative solutions to problems, formulate decisions and make recommendations that are timely and assess long term risks and benefits.
- Solid understanding of job design, benchmarking and compensation strategy.
- Sound IT skills including use of spreadsheets, communication and collaboration tools (e.g. Powerpoint/Teams) and project management tools. Experience of Workday is desirable.
- Manufacturing experience very desirable.
- Must be based within commutable distance from our Hitchin office.

Here are just a few of our excellent Benefits on offer to FFE Employees

25 Days annual leave and usual bank holidays with a Christmas/New Year close down

Halma Pension Scheme - Generous Employer contribution rate up to 10.5% matching

Discretionary bonus scheme

HALMA Share Scheme providing entitlement to free Shares

Employee recognition and reward scheme

Wellbeing Benefits

Private Medical Insurance Scheme

Enhanced Maternity Pay

Cycle to Work Scheme

Flexible working arrangements