tvONE has been a leading AV technology innovator for more than 35 years, serving the commercial integration market with best-in-class CORIO, Green Hippo and Magenta solutions for window processing, scaling, signal extension and routing. The company also produces custom solutions for top medical and commercial brands. tvONE solutions are found in a wide range of video applications including sports venues, operating rooms and an infinite range of commercial AV installations from corporate boardrooms to TV broadcast studios. [http://www.tvone.com.](http://www.tvone.com/) **The Position**

The position of the HR Generalist will:

· bring a uniform and cohesive approach managing policies and procedures across the company

· maintain all aspects of human resources administration for all UK-based employees.

· develop and implement diversity, equity, inclusion, and belonging initiatives

The HR Generalist will be based in Margate, Kent. It is expected that HR Generalists will work closely with the objective of offering a global HR resource with local expertise. Some travel will be expected in this position.

Duties and responsibilities include, but are not limited to, the following:

· Preparation and processing of employee personnel records

· Create learning and development experiences to develop staff and leaders who model and drive inclusive behaviors

· Advising management of appropriate resolution of employee relation issues

· Responding to inquiries regarding policies, procedures and programs

· Liaising with Finance for payroll inquiries and support

· Identification of legal requirements and government reporting regulations affecting human resource functions and ensures company policies, procedures and reporting are compliant

· Oversees the recruitment process from drafting of job descriptions, candidate selection through to on-boarding

· Coordinate benefits and employee benefits elections with third party administrators and providers and resolve benefits issues.

· Ensures accuracy of personnel transactions such as hires, promotions, transfers, performance reviews and terminations

· Maintenance of records of benefits programs such as life, health, dental and disability insurances as well as vacation, sick leave and leave of absence

· Creation of sound employee relations through consistent personal contact

· Address team member grievances and employee relations needs, HR issues, policy and practice interpretation,

· Conduct annual processes including Open Enrollment and routine employment-related training

· Prepare employee separation notices and related documentation; conduct exit interviews to determine reasons behind separations.

· Utilize compensation data/surveys to make recommendations and manage compensation process.

· Review, revise, and create employee policies and procedures to ensure consistent implementation and application, update employee handbook.

· Overseeing general safety program and reporting of all unsafe practices to management

**Education/Experience**

* Bachelor’s degree required, preferably in Human Resources or a related field.
* CIPD Certification an absolute MUST! We will only be reviewing those with one of the certifications.
* Minimum of 5 years of proven HR & Benefits experience, preferably in a small business environment.
* Strong leadership, communication, and presentation skills.
* Ability to interact with all levels of employees and management.
* Excellent relationship building and collaboration skills.
* Resourceful and able to work with limited supervision in meeting deadlines.
* Self-motivated and self-directed with strong work ethic.
* Willing to work a flexible schedule; including evenings and weekends as needed.
* Ability to maintain a high level of confidentiality.
* Strong working knowledge of Microsoft Office applications.
* Analytical and decision-making Skills: ability to see problems and solutions from multiple angles.
* Demonstrated ability to prepare in advance.
* Strong time management skills: demonstrated ability to multitask and thrive in a fast-paced, team-oriented environment.
* Must demonstrate strong attention to detail.