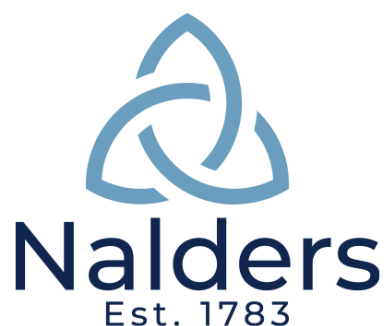




HR Manager

- Truro (some regular travel to other branch locations within Cornwall is expected)
 - Office based
 - Permanent
 - Monday-Friday: 9-5 (35 hours per week)
 - Immediate Start – interviews in September
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About this role

We are seeking an experienced, people-focused, and highly organised HR professional to join our team as **HR Manager**, based at our Truro office. This is a pivotal role, working closely with the firm's leadership to shape and support our people strategy, manage core HR processes, and provide expert guidance on all aspects of employee relations, performance, and organisational culture.

You will lead the HR function across the firm, ensuring alignment with our operational and strategic priorities. The workload spans the full employee lifecycle, from recruitment and onboarding to learning and development, engagement, and succession planning.

Reporting to the HR Partner, this is a standalone role supported by an HR Coordinator. The successful candidate will have the credibility, judgment, and emotional intelligence to influence across all levels of the firm, including senior stakeholders.

Key elements of the role include:

- Lead on employee relations matters, including disciplinary, grievance, performance, and sickness absence issues
- Manage and refine recruitment processes for fee earners and support staff, including agency liaison, advertising, interviewing, offer documentation, and onboarding
- Oversee pre-employment screening processes, including references and criminal records checks, in line with regulatory and firm requirements
- Oversee appraisal cycles and support managers in conducting effective performance and development reviews
- Maintain accurate HR records and systems, including the HR database, absence management software, and intranet content

- Ensure policies, contracts, and procedures are compliant with employment law and reflect current best practice
- Coordinate learning and development activity, including training needs analysis, supervision tracking, and development pathways for trainees and support staff
- Develop a rolling training plan across the firm informed by regular learning needs analysis
- Design and evaluate training interventions using varied delivery methods and current best practice
- Support solicitors in meeting their continuing competence obligations under the SRA Statement of Solicitor Competence
- Support staff pursuing legal qualifications via the SQE, LPC, and CILEX routes, including guidance on training, supervision, and regulatory requirements
- Promote a coaching and development-led culture across all levels of the firm, including support for management development initiatives
- Monitor absence trends and produce regular reports, including Bradford Factor analysis
- Support diversity, inclusion, and wellbeing initiatives across the firm
- Lead HR-related projects, including policy reviews, benchmarking, and employee engagement initiatives
- Keep abreast of changes in employment law and provide proactive advice to managers
- Liaise with payroll and finance on joiners, leavers, and contractual changes
- Promote a culture of openness, professionalism, and mutual respect
- Act as a trusted advisor to managers and staff on day-to-day and strategic HR matters
- Assist in the annual Lexcel audits as they relate to HR practices and requirements

About you

We are committed to equity and inclusion and welcome applications from all backgrounds. You will be a proactive, confident, and resilient HR generalist, ideally CIPD-qualified (or equivalent), with a minimum of 5 years' experience in a similar role – preferably within a law firm or professional services environment.

You will bring:

- Strong working knowledge of UK employment law and HR best practice
- Excellent interpersonal and communication skills, with the ability to engage and influence across all levels
- Sound judgment and discretion in handling confidential and sensitive matters
- Demonstrable experience managing complex employee relations issues
- A collaborative and diplomatic style, with the ability to influence without direct authority
- Strong organisational skills and the ability to prioritise competing demands under pressure
- A calm, approachable, and solutions-focused manner

- Confidence in using HR systems and Excel, and experience with absence management software is a plus
- Experience in designing and delivering learning and development programmes, including use of online learning platforms
- Awareness of legal sector-specific professional development standards (e.g. SRA continuing competence requirements)

Why work with us

As HR Manager, you will become part of a supportive and collaborative team where your contribution is recognised and valued. We offer a range of benefits including:

- Participation in our targets-based bonus scheme
- Ongoing professional development and support
- Discount on legal services (subject to length of service)
- Contributory pension scheme
- A respectful, inclusive, and forward-thinking workplace culture

About Nalders

Nalders LLP is one of Cornwall's oldest and largest law firms, with a proud history stretching back over 240 years. With seven offices across the county, we are a progressive, client-focused firm committed to providing the highest standards of legal service to individuals, families, and businesses.

Our strength lies in our people. We are proud to offer a working environment that values professionalism, integrity, and flexibility – underpinned by genuine care for our team and our clients.

Apply now

To apply, please send your CV and a covering letter, including salary expectations to the HR Department at gmd@nalders.co.uk