



Liquid biopsy • Cells for precision medicine

Human Resources Manager / Adviser P/T (21 hours flexible)

ANGLE is a world leading liquid biopsy (simple blood test) company that develops products for use in rare cell diagnostics that enable early, accurate identification of an individual's condition for the prevention, treatment, and monitoring of disease. The focus is on capturing circulating tumour cells for personalised cancer care.

ANGLE is looking for an efficient and hardworking part-time HR Manager / Adviser to join our fast-growing team at our Head Office and Research & Development facility in Guildford UK. The HR Manager / Adviser will contribute to the smooth running of the UK Operations, manage and support the HR Administrator and liaise with our HR consultant covering operations in Canada and the United States.

We are recruiting for a generalist role. This role will suit a self-motivated, flexible professional who is able to work independently and as part of a team. The role requires the flexibility and preparedness to work across the HR spectrum from administration to policy development.

Essential responsibilities will include:

- First point of contact for employees and managers on day to day HR matters.
- Manage HR administration, including the production of offer letters, contracts of employment, changes to terms and conditions and all other relevant documentation.
- Manage employee benefit schemes including pensions and private health insurance. Provide first line advice on current and existing benefits for employees and managers.
- Support the recruitment process and provide HR advice on recruitment and selection strategies.
- Develop HR processes, policy and procedures to improve performance and ensure consistent implementation.
- Develop and implement strong talent management and learning and development practices.
- Drive alignment between HR strategy and business goals.
- Drive / support the implementation of specific projects and practices to help align the workforce with the strategic goals of the organisation.
- Oversee the Company training and competency system from an HR perspective; and in support of ANGLE ISO13485:2016 quality system compliance.
- Manage informal and formal employee relations including dispute resolutions, disciplinary matters, grievances, absence, family leave, retirement and redundancy.
- To undertake additional ad-hoc project work as required.

Qualifications/requirements:

- CIPD qualified or equivalent.
- Experience of working in an environment with strict quality standards such as ISO:9001 or preferably ISO:13485 would be a significant advantage.
- Experience in the life-science industry would be highly desirable.
- Management experience with an HR team would be highly desirable.
- Strong team player with excellent communication skills.

Salary estimate: £30,000 to £42,500 pro-rata, commensurate with experience

Please send cover letter and CV to careers@angleplc.com

Interviews will take place on 24th and 25th January 2019

Please reference in the subject line the role: "HR Manager / Adviser".

- All applications will be kept confidential. We thank all candidates for their interest, but **only** candidates selected for an interview will be contacted.
- Please let us know if you require disability-related accommodation during the recruitment process so that we can work with you to meet your needs.