



Human resources manager (three days a week)

APL Media is seeking an experienced and dynamic human resources manager to lead and manage our HR functions. The ideal candidate will be responsible for overseeing all aspects of human resources practices and processes, ensuring the proper implementation of company strategies and objectives. This role requires a proactive individual who can foster a positive work environment, support organisational growth and ensure compliance with employment laws and regulations.

Key responsibilities

Recruitment and onboarding

- Oversee the recruitment process.
- Manage the onboarding process to ensure a smooth transition for new employees.

Performance management

- Implement and manage performance appraisal systems to drive high performance.
- Provide guidance to managers on performance-related issues.

Compliance and policy development

- Ensure compliance with employment laws and regulations.
- Develop, update and roll out HR policies and procedures in line with best practices and legal requirements.
- Stay updated with employment law changes and evolving HR best practices.

Training and development

- Assess training needs and coordinate learning and development initiatives for all employees.
- Support career development and succession planning.
- Lead and contribute to the rollout of development initiatives to staff.

Compensation and benefits

- Oversee benefits administration.
- Review and update compensation strategies to attract and retain talent.

Sickness absence and occupational health

- Manage sickness absence cases, including occupational health referrals, implementation of recommendations and ongoing support for affected employees.

HR projects and change management

- Lead multiple HR projects across the business, being accountable for driving and supporting organisational change.
- Continuously seek opportunities to improve the employee experience.
- Optimise HR services and processes to improve quality, increase efficiency, reduce costs and support the growth of the office.

HR administration

- Maintain employee records and HR documentation.
- Manage HR metrics and report on HR-related trends to senior management.

Employee relations

- Act as a point of contact for employee concerns, fostering a supportive and inclusive working environment.
- Handle complex employee relations issues, including dispute resolutions, disciplinarys, grievances, absence, retirement and redundancy.
- Build and maintain positive employee relations, creating a harmonious workplace by addressing concerns, mediating conflicts and promoting effective communication.
- Provide expert HR advice to all staff across the organisation.
- Provide guidance on a wide range of employee-related matters, including policies and practices.
- Manage settlement agreements where necessary, working closely with the senior management team (SMT).

Qualifications and experience

- Proven experience as an HR Manager or similar HR executive role.
- In-depth knowledge of UK employment law and HR best practices.
- Experience in the media or publishing industry is advantageous.
- Strong leadership and people management skills.
- Excellent communication and interpersonal abilities.
- Ability to handle data with confidentiality.
- Proficiency in HR software and Microsoft Office Suite.

Education

- Bachelor's degree in human resources, business administration or a related field.
- CIPD qualification is highly desirable.

What we offer

- A collaborative and creative work environment.
- Opportunities for professional development and growth.
- Competitive salary and benefits package.
- The chance to be part of a company producing internationally recognised publications.

Benefits

- Hybrid working
- Mediacash healthcare plan, including discounted gym membership and mental health support.
- Enhanced parental leave.
- Opportunity for a charity day with a chosen cause.
- One week office closure over Christmas.
- Regular social events.
- Cycle to work scheme.
- Regular training sessions.

What Next?

If you're interested in this position, please attach a copy of your CV and include a cover letter stating why you would be great for this role.

Please apply via LinkedIn or via: careers@aplmedia.co.uk

If emailing, please add 'HR Manager' in the subject line.

Note: Only successful candidates will be contacted.

Location: Kentish Town, London

Start date: ASAP

Deadline for applications: 6 June 2025

Hours: 9am-5.30pm, three days a week

Job type: Permanent

Company Overview

APL Media is a multi-award-winning content marketing agency and publisher, producing high-quality print, digital and live media across the travel and lifestyle sectors. Founded in 1997, it publishes *National Geographic Traveller* (UK), supported by a portfolio of brand extensions including bespoke guides, supplements, events and digital platforms. APL Media delivers impactful, audience-focused storytelling through custom content, branded campaigns, editorial consultancy and industry-leading events such as the Travel Media Awards and the professional development initiative Step Up. Its trade publishing portfolio

includes *Postcards* and the *ASTA Worldwide Destination Guide*, while it also creates and supplies digital and print content for a number of national newspapers.

Website: aplmedia.co.uk