



HR Manager

Job Advertisement



Position: **HR Manager**

About i4PD

i4PD is an employee-owned product design and development consultancy. Our company is an established brand with an excellent reputation for achieving a competitive edge for small and large businesses alike by bringing new or improved products to market.

The company employs experienced and creative designers and engineers who operate out of i4PD's studio on the South side of Edinburgh. The team works collaboratively with our clients to augment their internal capabilities, supporting them to add functionality, reduce cost, increase visual appeal, enhance usability, and keep pace with technological advancements. Our clients include household names and those on their way to becoming leading consumer electronics and medical device brands.

About the Role

Our collaborative culture encourages every team member to contribute ideas and drive improvements. As we continue to grow and evolve, we're developing a new set of company values, and we're looking for an HR Manager to help shape and support this exciting journey.

We're looking for an experienced and personable HR Manager to join our team on a 12-month fixed-term contract. This is a part-time role (0.8 FTE) reporting directly to the Managing Director. If you're passionate about people, process, and culture (and want to make a real impact) this could be the perfect opportunity.

This position is currently being advertised as a 12-month fixed-term contract at 0.8 FTE, however it's hoped that this will turn into a permanent opportunity for the right candidate

What we're looking for

- Proven experience in a senior HR role with strong generalist knowledge.
- Familiarity with 360 feedback and psychometric tools.
- Excellent interpersonal skills and the ability to connect with employees at all levels.
- Strong administrative and organisational capabilities.
- Experience working with legal advisors on employment matters.
- A collaborative mindset and enthusiasm for contributing to company culture and values.
- Advanced user of MS applications including Excel, PowerPoint and Word.



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Key Responsibilities

- Develop and implement HR processes and tools to support feedback, development, and performance management.
- Ensure confidentiality and manage sensitive employee data including salaries and contracts.
- Coordinate administrative HR tasks such as holiday adjustments, TOIL, salary sacrifice benefits, and handbook updates.
- Support recruitment efforts and liaise with legal advisors on employment law matters.
- Design and implement 360 feedback processes and psychometric tools (ideally DISC).
- Coordinate onboarding for new hires and maintain training records for all staff.
- Aggregate HR data and provide regular reports to the Managing Director.
- Support the development of company values and culture. Encourage employee engagement and participation in shaping the workplace environment.

Professionalism and Teamwork

The HR Manager must be approachable, empathetic, and capable of building strong relationships across the organization. They should demonstrate professionalism, integrity, and a collaborative spirit in all interactions.

Essential Skills and Personal Attributes

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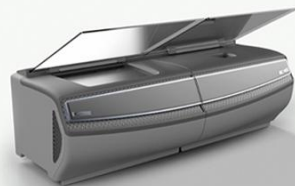
Benefits:

This hybrid role (30hrs per week) will allow you to work part of the time remotely if needed or full time in our bright and open studio based 25 minutes south of Edinburgh's centre in stunning rural surroundings with views of the Pentland Hills.

As a member of the i4PD team you will be offered a competitive package that includes an equal share of company tax-free bonuses through the employee trust (after 12 months service).

We recognise the value, to both you and the company, of maintaining a strong work life balance which we foster through flexible working patterns.

Enhanced sick pay, maternity/paternity leave and holiday schemes are also offered alongside a Cycle to Work scheme, EV lease scheme and numerous salary sacrifice benefits via Mintago (e.g. childcare/nursery costs, tax-free gym membership) as part of the package.



How to apply?

This is a superb opportunity to join a forward thinking and successful SME business. In return you can expect a competitive salary & company workplace pension in a challenging and supportive culture and the opportunity to grow your career.

Apply today by sending an email to jobs@i4pd.co.uk quoting job reference **'HR Manager'** and include the following:

- Your CV
- A covering letter briefly describing the contribution your skills & experience would bring to the team.

designing the
future together

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