

# HR and Recruitment Executive

**Location:** Monmouth

**Reports to:** Head of Operations

**Job Type:** Full-time

**Salary:** 28 to 35k

Rubic Law is seeking a HR and Payroll Executive for their Monmouth office with the potential option of hybrid remote working.

## Why Rubric?

Rubic Law offer a rewarding career. We focus on professional growth ensuring that your potential is amplified and your hard work is recognised.

Other benefits include:

- Supportive and friendly team
- Variety, with big corporate deals as well as day-to-day tasks
- Competitive salary
- Generous holiday entitlement
- Private medical cover

## The Role

You will be instrumental in assisting in the continued development and growth of the firm by providing support to the firm's operations department overseeing HR, recruitment, onboarding/offboarding processes, payroll coordination, employee records management, and driving employee engagement and well-being initiatives. The role ensures legal compliance and contributes to a positive working environment in line with the firm's values, enabling the firm to deliver the best client care and professional service possible.

We are offering a competitive market salary, excellent holiday entitlement, private medical cover and other attractive benefits.

The role will suit an individual who is pursuing a career in HR and recruitment with the ability to work confidently and autonomously, embracing the responsibility and associated recognition for the provision of a high-quality HR service to the firm.

## What will be expected of you?

You will be required to live the values of the firm. You will be happy to work autonomously but within the framework of the firm. You will be an excellent communicator.

## Key Responsibilities:

### Recruitment & Selection

- Manage end-to-end recruitment processes including drafting job descriptions and job specifications, advertising roles, screening CVs, arranging and conducting verbal reasoning tests and interviews, and managing offer letters.
- Liaise with hiring managers to ensure alignment with business needs and legal firm culture.

## **Onboarding & Offboarding**

- Facilitate seamless onboarding for new hires including pre-employment checks, induction planning, and contract issuance.
- Coordinate offboarding processes including exit interviews, asset return, and final pay coordination.

## **HR Administration**

- Maintain accurate and up-to-date employee records, ensuring GDPR compliance.
- Monitor and oversee staff appraisals and performance review processes.
- Support employee lifecycle changes (promotions, role changes, contract amendments).

## **Payroll Coordination**

- Collaborate with the Head of Operations to prepare and process monthly payroll.
- Ensure timely and accurate submission of data including absences, bonuses, and deductions.
- Act as the first point of contact for payroll queries from staff.

## **Employee Engagement & Well-being**

- Plan and implement employee engagement activities and internal communications.
- Support employee well-being initiatives and promote a positive, inclusive workplace culture.
- Serve as a point of contact for HR-related staff concerns and escalate when necessary.

## **Who you will be working with?**

As a boutique commercial firm (8 head count) you will have direct access to all members of the team.

## **Who are we?**

We're a small but friendly team who work together and value each other's contributions. Our Managing Director plays an active role in everyone's development. The work is serious and demands high productivity, but within a supportive environment.

Our specialties lie in corporate, commercial, property, and employment law, and we're proud to say that we have earned a reputation for excellence in these areas.

We're eager to grow and explore new markets, in new regions, and always on the lookout for the next team player to join us and help achieve our goals.

## **What will you be like?**

### **Essential Skills and Experience:**

- Proven experience in a similar HR and/or recruitment role, preferably within professional services or legal sector.
- Knowledge of UK employment law and HR best practices.
- Experience using recruitment platforms (e.g., LinkedIn Recruiter, Indeed or similar).
- Experience using HR/payroll systems (e.g., BrightPay, Xero, or similar).
- Excellent organisational skills and attention to detail.
- Strong communication and interpersonal skills.

### **Desirable:**

- CIPD Level 3 (or above) or working towards qualification.
- Experience managing payroll processes and liaising with finance teams.
- Familiarity with legal industry HR requirements.

### **Key Competencies:**

- Confidentiality and discretion.
- Proactive problem-solving.
- Strong team collaboration and independent initiative.
- High standard of integrity and professionalism.

### **Location and hours:**

- Full-time permanent role (Monday-Friday, 37.5 hours per week) — 9.00am - 5.30pm. Part time working or flexible hours may be considered.
- Monmouth based.

### **Next Steps**

For more information or a confidential conversation please get in touch with the Head of Business Operations on 0117 4354350. Applications to be submitted by email to [lisa.butcher@rubric.law](mailto:lisa.butcher@rubric.law).

Salary: 28k to 35k based on skills and experience