

Job Description

Role	HR Principal Administrator
Location	Alderley Park, Cheshire, England (Homeworking for part of contracted hours is negotiable)
Job Type	Permanent part-time (15-20 hours per week)
Salary	Negotiable based on experience (£35-£55K FTE equivalent)
Date posted	8 th January 2025
Start date	3 rd March 2025

The Company

Sai Life Sciences is a leading global Contract Research & Development and Manufacturing Organisation (CDMO) that provides integrated drug substance services to the biotech and pharmaceutical industries. With expanded process development labs in Manchester, UK & Hyderabad, India, and increased commercial manufacturing capacity in Bidar, India, Sai is working with 17 of the top 20 pharma companies globally, as well as many leading smaller biotechs. We work with our clients to accelerate the discovery, development and manufacture of complex small molecules for a healthier tomorrow. With more than 3000 staff globally and ambitious growth plans, our vision is to support our global innovator partners to bring 25 new medicines to life by 2025.

In 2019 the company began an organisation-wide initiative to significantly expand and upgrade its R&D and manufacturing facilities, deepen scientific & technological capabilities, strengthen automation and data systems, and above all raise the bar for safety, quality and customer focus. Guided by the insights and feedback from its customers, it committed to investing over US\$150M between 2019 and 2023. Part of this investment in 2020 were the new state of the art laboratories in our centre of excellence for process chemistry and analytical development at the Alderley Park Science Park, situated on the outskirts of Manchester. Our overall team currently consists of >60 multi-disciplinary scientists (chemists, analysts and engineers).

The role will be based in Alderley Park, Cheshire, UK and will require right to work in the UK.

The Role

Sai Life Sciences is looking for a qualified and experienced HR professional (minimum CIPD Level 5 or equivalent) on a part time basis to join its growing team. The successful candidate will cover all HR aspects of the Alderley Park site and other UK based employees.

Key HR tasks

- Develop, own, lead and deliver all operational HR activities including but not limited to legal, contractual terms and conditions, onboarding and integrating new starters, policy creation and roll out, Salary review and benefits management.
- Own and update, implement and oversee all UK HR processes and policies and procedures including the Employee Handbook ensuring compliance with the Quality Management System, ensuring all are up to date, legally compliant, reflect best practice and promote Company values and culture.

- Manage all complex employee relations casework including dispute resolutions, disciplinaries, grievances, absence management, retirement and redundancy.
- Support, advise and guide all business leaders and employees on all HR matters ensuring best practice.
- Highlighting any HR related business risk and offering possible solutions.
- Support the management of work visa process.
- Implementation of the various Global HR processes at the site (e.g. Performance Management system and performance improvement plans)
- Access and manage internal HR systems.
- Managing any future recruitment / replacement of positions

Key attributes

The candidate will demonstrate the following attributes:

- Proven and extensive hands on operational HR experience, ideally at managerial or leadership level.
- A solid knowledge base of employment legislation and its application
- Able to work autonomously and used to delivering a stand alone HR function
- Excellent, confident communication skills; both verbal and written.
- A team player.
- Conscientious, self motivated with a can-do attitude and good attention to detail.
- An understanding of the importance of managing confidential information on behalf of the business.

The Offer

- A competitive Salary and Benefits package including company pension, health and life insurance, 25 days holiday per year (Pro-rata for a 40 hour week) and enhanced family leave.
- Work in a state-of-the-art facility on one of the country's leading Biotech & Life Science Parks.
- Flexible working hours and conditions to suit the right candidate.

Next steps

Please send your CV and cover letter to UKrecruitment@sailife.com

As an Equal Opportunities employer, we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Please note that Sai Life Sciences Ltd is unable to sponsor the visas for any candidates for the above role.