

HR and Operations Manager

Candidate Pack



Tritax Big Box

ABOUT US

As owners of the UK's largest logistics development and investment portfolio, we can provide established and emerging businesses with the space they need to succeed. We are experts in UK logistics real estate, delivering millions of sq ft of high-quality, sustainable industrial and logistics warehouse space each year.

We proactively manage our 100+ assets – from small to big boxes – using our sector specialism and deep market insights to stay ahead of trends and meet our clients' evolving needs. Our approach is personal and hands-on, focused on leaving positive long-term legacies.

We deliver modern, thoughtfully designed buildings for our clients in prime UK locations through our unmatched logistics land and property portfolio. Ideally located for people, power and connectivity, our modern, high-quality logistics buildings are in the UK's most in-demand locations. We have land ready to be released, sites under development or can find you space in our evolving portfolio. So, wherever you are in your journey, we can work together to find the right building to meet your location, specification and timing needs.

OUR PURPOSE

**'We Create
Critical Infrastructure to
Accommodate the Future'**

Critical Infrastructure... because our buildings are important to keep the UK's businesses operating and growing every day

Accommodate... not only because our buildings are literal accommodation for businesses, But we are accommodating to our clients within them, helping them grow and run their business more sustainably

The Future... because this is where growth is and where we need to focus on with our clients

OUR VALUES

Our core values are critical to our approach. We are committed to doing the right thing for all our stakeholders and the communities we operate in.

CONVICTION

We make high-conviction decisions founded on proprietary, data-driven insights.

RELATIONSHIP DRIVEN

We take a personal, hands-on approach, getting to know our stakeholders so we can deliver on their ambitions.

RESPONSIBLE

We aim to create long-term value for our clients, investors and the communities where we are based.

Employee Benefits

The Basics

- 29 days leave per annum (4 for Christmas shutdown)
- 6.2% of salary contribution to private pension of choice
- Private medical cover
- Life Assurance scheme
- Annual health assessment
- 2 volunteering days
- Holiday Buy Scheme (up to 5 days)
- Dog-friendly offices
- Early finish on paydays

Learning & Development

- Full induction plan and peer support programme.
- You will have regular one to one's with your line manager followed by mid and end of year performance reviews.
- Company training– made up of technical seminar and wider personal development.

Colleague Engagement

- Colleague events
- Employee Voice Survey

The Role

Purpose of the Role

A competitive package is available for the successful candidate with opportunities for career progression and unlimited bonus potential.

This is a standalone, HR generalist role covering 42 people across Manchester and Northampton. The successful candidate will be required to attend both offices regularly.

The successful candidate will be responsible for delivering the company's people strategy. You will report directly to the Finance Director. In addition, you will :

- Have responsibility for overseeing the whole employee lifecycle, from recruitment through to exit.
- Act as a trusted adviser to the Board and senior management team on all people matters.
- Be a member of the Business Operations Board, you will provide updates and insights on all people and operational matters
- Attend monthly Board meetings reporting on HR data, highlighting any people risks with clear recommendations.
- Manage any employee relations matters, whilst mitigating any legal risk to the business.
- Ensure all employee policies and processes are legally compliant and applied consistently.
- Develop and deliver a commercially focussed training plan to drive performance.
- Have line responsibility for managing the Business Support Team which comprises 3 Executive Assistants across two locations.
- Have responsibility for creating and analysing the annual employee engagement survey

The Ideal Candidate

We welcome applications from candidates from all HR or Business Support backgrounds who are passionate about people.

This is a fast-paced environment, and the ideal candidate will have a high level of resilience, drive and determination. You will need to have good, working knowledge of UK employment law, the ability to engage with various stakeholders and manage a varied and changing workload, an aptitude and desire to learn and an ability to self-manage.

In return, we will provide full support to develop your skills and accelerate your career.

Candidate Profile

- Professional, organised and persuasive with a desire to succeed.
- Strong ability to build relationships with people at all levels and work well as part of a team.
- Tenacious and the ability to think strategically and creatively to solve complex problems.
- Excellent report writing skills, organisation and time management
- Ability to multitask, handle a varied workload and work under pressure
- Prior experience of working in HR or with senior stakeholders would be advantageous
- Resilient, adaptable and above all enthusiastic and curious
- Lateral and clear thinking with a focused approach.

Qualification and technical ability

- CIPD qualified or equivalent desirable
- People management experience

This is an excellent opportunity to join an expanding business and to become a fully integrated part of a dynamic and collaborative team of driven property professionals at a time of growth and expansion.

You will have a wide-ranging role and a clear path for progression within the company based on the results you deliver along with some excellent rewards and recognition.

We recognise the value that comes from having a diverse and inclusive workforce and welcome applications from suitably skilled and experienced candidates from all backgrounds .

The Team

WILL OLIVER, FINANCE DIRECTOR



Will joined the company as Finance Director in 2018 and is primarily based in the Northampton office.

Will is a Board member and Chartered Accountant with over 20 years experience of Finance and Treasury at Property and Real Estate Investment companies.

Will has responsibility for Finance and Operations at TBBD.

JONATHAN WALLIS, MANAGING DIRECTOR



With over 34 years in the industry, Jonathan joined TBBD in 2016. He became the Head of the Northampton office in 2023 and Managing Director in 2025.

Jonathan splits his time between Manchester, Northampton and London and is responsible for the strategic and operational leadership of the business.

Contact Us

If you are interested in applying for this role, please contact Michelle Steele, HR and Operations Manager at:

Michelle.steele@tritaxbigboxdev.co.uk

