Hallgarten & Novum Wines
Mulberry House, Parkland Square
750 Capability Green, Luton
Bedfordshire LU1 3LU
T +44 (0)1582 722538
E sales@hnwines.co.uk
www.hnwines.co.uk
@hnwines

People Partner – Hallgarten & Novum Wines

About Coterie
Coterie group consists of leading wine merchants, distributors, storage providers, and platforms that elevate how wine is bought, enjoyed, moved, stored, and owned. Each is defined by its own expertise and reputation, developed over time through long-standing relationships and a deep understanding of the market. Together, they are strengthened through shared capability, greater visibility, and a more connected way of operating. Coterie operates across three traditionally separate areas of the fine wine market: merchants, logistics and storage, and financial access. Most wine businesses sit within one. Coterie connects them through shared infrastructure, shared expertise, and a more aligned way of working.

About Hallgarten & Novum Wines
Hallgarten is one of the UK's leading wine specialists, working with many of the UK's top On and Off Trade businesses. Our award-winning portfolio has over 1,600 wines from every corner of the wine-making world and is at the core of our success. We are also Silver-accredited Investors in People, very proactive with ED&I and Wellbeing in the wine industry and the sustainability agenda, and proudly part of Coterie Holdings.

Overview

- Job Title: People Partner
- Reports To: Executive Chairman
- Direct Reports: People Advisor/HR Coordinator

The Opportunity

At Hallgarten, our people are at the heart of everything we do. We believe that building exceptional businesses begins with empowering exceptional teams.

As our People Partner, you will play a pivotal role in shaping and executing our people strategy across the employee lifecycle. Combining strategic partnership with operational excellence, you will lead the evolution of our people practices-coaching functional leaders, modernising policies, and championing our culture and employer brand.

Reporting to the Executive Chairman and managing our People Advisor, you will be a trusted advisor to managers and a champion for our teams. This is a high-impact opportunity for a proactive People leader who thrives on building strong foundations, driving engagement, and scaling dynamic organisations.

Role Summary & Responsibility

As a core member of the Senior Leadership Team (SLT), the People Partner will design, lead, and execute the overarching people and talent strategy for the business. Operating in an agile SME environment, the People Partner balances strategic commercial alignment with operational excellence—ensuring our workplace culture, organisational capability, employee experience, and HR governance drive sustained organisational growth and performance.

Strategic Leadership & Governance (SLT)

- An active, contributing member of the Senior Leadership Team, translating overarching commercial and business objectives into an actionable multi-year People Strategy.
- Provide strategic guidance and coaching to the fellow SLT members on leadership, succession planning, organisational design, change management, and workforce risks and to internal sub-groups and project teams.
- Monitor and report on core People metrics (headcount planning, attrition, retention, engagement, diversity, absenteeism) with actionable insights for the Board and SLT.
- Champion company values: Passion, Pride, Progression, Partnership and Positivity. Promote ethics and culture, embedding them across all operational and commercial workflows.

Talent Acquisition & Workforce Planning

- Partner with department heads to formulate proactive headcount plans and departmental budget forecasts.
- Oversee end-to-end talent acquisition strategy -ensuring cost-effective direct sourcing, reducing reliance on external agencies, and elevating employer branding.
- Design and implement impactful onboarding and induction journeys that accelerate new-hire time-to-productivity and foster early engagement.

Employee Relations, Wellbeing & Compliance

- Provide expert guidance on complex employee relations matters, including disciplinary procedures, grievances, dispute resolution, restructuring, and performance management.
- Ensure organisational compliance with all relevant employment legislation, statutory requirements, and Health & Safety Executive (HSE) risk management (e.g., workplace stress assessments, equality standards).
- Regularly review, benchmark, and update company policies, staff handbooks, and standard employment contracts.
- Drive mental health, wellbeing, and employee assistance initiatives across all sites/teams.

Learning, Development & Performance Management

- Design, embed, and oversee modern, continuous performance management frameworks (appraisals, KPIs, development reviews).
- Identify skills gaps across the company and deliver targeted learning initiatives, leadership development, coaching, and apprenticeship/early-careers programs.
- Cultivate clear internal career progression pathways and build talent pipelines to support internal mobility and succession.

Reward, Recognition & Operations

- Oversee competitive compensation and benefits benchmarking, annual salary review processes, and incentive scheme administration.
- Optimise HR systems (HRIS), digital workflows, AI transformation and employee data management to ensure GDPR compliance and accurate reporting.
- Supervise, mentor, and develop direct reports within the HR/People team.

Candidate Profile & Experience

- **Strategic & Commercial Acumen**
  Understands SME business mechanics, P&L implications, and how human capital strategy drives commercial success and operational efficiency.
- **Leadership & Influencing**
  Highly credible with senior leaders; capable of active listening, empathetic coaching, constructive challenges, and building consensus across diverse viewpoints.

- **Agility & Pragmatism**
  Thrives in a dynamic, mid-sized business; adapts seamlessly between high-level strategy and immediate operational problem-solving.
- **Employee Relations & Law**
  Up-to-date, comprehensive knowledge of statutory employment regulations, grievance handling, risk assessment frameworks, and fair workplace practices.
- **Communication & Relationship Building**
  Exceptional interpersonal, written, and verbal communication skills; acts as a trusted, confidential sounding board for all levels of the organisation.
- **Data & Systems Literacy**
  Comfortable utilising HRIS metrics, survey analytics, and workforce modeling to drive data-informed decisions.
- **Culture & Inclusivity**
  Committed to fostering an inclusive, high-trust workplace culture centered on accountability, continuous learning, and employee well-being.

What We Offer	Company Values
• **Salary:** Highly competitive base salary commensurate with a qualified and experience People practitioner. • **Annual Discretionary Bonus:** Performance-linked incentive scheme. • **Hybrid Working:** flexible working to meet the requirements of the Business. • **Wine Education Sponsorship:** Generous financial support and study leave for advanced professional certifications (WSET Diploma, Court of Master Sommeliers). • **Staff Wine Benefits:** Generous employee allocation and preferred purchase discounts across Coterie group companies. • **Electric Car Scheme-** available to all employees • **Holiday Purchase:** Up to 5 days additional holiday • **Healthcare & Wellness:** Comprehensive private medical insurance, employee assistance program (EAP), and life assurance. • **Pension Scheme:** Enhanced employer pension contributions. • **Career Growth:** Unparalleled exposure to rare fine wines, international producers, and long-term career progression within Coterie's growing portfolio.	**P**artnership **P**ositivity **P**assion **P**rogression **P**ride

Our 5 values are Partnership, Positivity, Passion, Pride and Progression; you will find a collaborative, supportive friendly team at Hallgarten Wines which gives you the platform to succeed and grow.

We are an equal opportunity employer and are committed to equality of opportunity for our current and future employees irrespective of their gender, age, race, disability, marital status, religion or belief, or sexual orientation.

We believe that the wide range of perspectives that result from diversity promotes innovation and business success. If you need reasonable adjustments at any point in the recruitment process, please let us know and in your application, please feel free to note which pronouns you use.

If you'd like to apply, please send a cover letter explaining what you can bring to the role, along with your CV to the People team, people@coterieholdings.com.

October 2026