

Job Title: HR Advisor

Role & Responsibilities:

The main aim of this role is to work with the FD and develop strong internal relationships with employees and managers to ensure that HR is effective and influential in the development and achievement of business aims and objectives as well as:

- Be the central point of communication for HR and work with external HR bureau to provide support and information to managers and employees on HR policy and best practice
- Work in partnership with line managers on performance management, employee relations, resourcing and staff management/development
- Provide advice & support to line managers with sensitive and confidential issues such as sickness absence review meetings, grievance, disciplinary and capability investigations and hearings, maternity & paternity
- Provide assistance with objective setting and the appraisal/review process, ensuring that line managers are aware of and fulfil all of their responsibilities effectively
- Maintain all employee files and records (both manual and electronic). Ensure files are accurate and kept up to date at all times
- Process changes to employee terms and conditions and produce paperwork accordingly
- Ensure that all aspects of the new starter, leavers and other related processes and paperwork are completed correctly
- Promptly respond to all information requests in accordance with HR policy and procedure
- Review and update all policies in line with current legislation and best practice including handbook
- Manage outsourced HR system (Moorepay)
- Support and develop effective recruitment and selection campaigns
- Deliver and support HR Projects
- Support and process all HR aspects of payroll
- Support and deliver Health & Safety policy and procedures
- Provide general administration support when required

Skills and Qualifications

- CIPD qualified or part qualified
- Experience gained working within a similar role
- Good understanding of HR and payroll and how the function operates
- Solid experience of handling disciplinary investigations, grievance and sickness absence cases
- Good level of knowledge and experience of implementing and advising on HR Policies and practice
- Ability to resolve people problems and issues in a smooth and timely manner
- Solid experience of handling disciplinary investigations, grievance and sickness absence cases
- Experience of developing innovative solutions to HR challenges
- Ability to communicate effectively, in writing and verbally, with different audiences.
- Demonstrated experience of good customer focus and the ability to build relationships.