

Post title	Human Resource Advisor
Division	Business Administration
Reporting to	Human Resources Assistant Manager

Post Definition/Purpose
<ul style="list-style-type: none"> • To provide professional HR generalist support and advice to Management, supervisors and employees of G-TEM in a range of Human Resource Issues. • To ensure G-TEM complies with employment law issues. • Maintain a strong absence control culture. • To support the HR Assistant Manager in all aspects of HR to support the business in achieving set business plans. • To achieve Human Resource set KPI's.
Key Responsibilities
<ul style="list-style-type: none"> • To lead by example, acting in a professional, approachable manner and providing support to stakeholders with respect to Human Resource issues. • Support and comply with Health & Safety regulations, the Company Handbook, G-TEM safety and environmental standards and all other company policies and procedures. • To provide consistent and fair, legal information and advice to Managers and employees on the full range of HR issues e.g. recruitment, disciplinary, absence management, performance management, grievance, maternity and paternity leave and to maintain and manage HR records and data. • To ensure the Company complies with all employment law regarding HR issues. • To support the recruitment process from the vacancy being identified through to interviews, including practical and psychometric testing. • Attend morning meetings with Management Team to discuss Absence & Recruitment • Dealing with offer letters and contracts of employment. • To undertake and oversee project related work, ensuring completion to deadlines • To exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information in line with GDPR legislation • To advise and assist departmental managers in managing absenteeism and disciplinary matters providing basic training/coaching/mentoring to managers when necessary.

- To deal with absence management short term and long term using our occupational health service
- To undertake training and development as required.
- Assist with employee relations and probationary matters
- To undertake HR associated paperwork, filing and administration
- Provide timely information to payroll
- To be prepared to undertake and support other reasonable requests made by the HR Assistant Manager.

Skills & Abilities

Essential:

- Work in collaborative manner with the ability to develop effective relationships with colleagues at all levels across the organisation.
- Good understanding of HR best practice.
- Achieve results by being driven and work on own initiative.
- Ability to show resilience under pressure and have a flexible approach to support requirements of the department, dealing with frequent change and unexpected events.
- Excellent written and verbal communication skills.
- Possess a high level of integrity & confidentiality.
- Confident, diplomatic with a keen attention to detail.
- Show empathy through active listening.
- Ability to work with a hands on approach.
- Results orientated and organised with the ability to plan, deliver against deadline and motivate others.

Qualifications & Experience

- Generalist HR Background
- CIPD Level 5 Intermediate Diploma in HR Management or the CIPD Level 7 Advanced Diploma in HR Management essential.

- Computer literate, in particular the use of Microsoft Office applications including Microsoft teams.
- Experience of working with HR systems, Crown would be an advantage.
- Good knowledge of the principles of employment law.
- Previous HR experience within a fast paced manufacturing environment, an advantage.
- Flexible attitude
- Experience of interviewing and the selection process in general.
- Proven experience in absence management.
- Full clean driving license
- Excellent interpersonal skills.

Package

- Competitive Salary
- Paid Overtime
- 25 days holiday per annum + 8 bank holidays
- 37.5 hour week

Monday to Thursday 08.00am to 16.30pm

Friday 08.00am to 15.30pm

- Work wear provided
- Training and development plan
- Potential for advancement in Company