

Post title	Trainee Human Resource Advisor
Division	Human Resource Department
Reporting to	Divisional Human Resource Manager/HR Advisor

Post Definition/Purpose

- To ensure G-TEM Limited complies with employment law issues.
- Maintain a strong absence control culture.
- To support the Divisional Human Resource Manager, Human Resource Advisor in all aspects of HR to support the business in achieving set business plans.
- To achieve Human Resource set KPI's.

Key Responsibilities

- 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-Tekt safety and environmental standards and all other company policies and procedures.
- To maintain and manage HR records and data.
- To manage the occupational health process.
- To ensure the Company complies with all employment law regarding HR issues.
- Carry out exit interviews and to feed this information back to the Divisional Human Resource Manager/Human Resource Advisor and identify common reasons and improve staff retention.
- To support the recruitment process from the vacancy being identified through to interviews, including practical testing.
- Dealing with offer letters and contracts of employment.
- To undertake and oversee project related work, ensuring completion to deadlines.
- Managing fixed term contract renewals.
- To deliver the Company induction to all new employees and manage the onboarding process.
- 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 discuss with the Divisional Human Resource Manager the Human Resource objectives for the year which feed into the business plan. Cascade human resource objectives into HR roles and manage and develop self in order to achieve goals.
- To support and assist departmental managers in managing absenteeism and disciplinary matters.
- To undertake training and development as required.
- To Assist with employee relations and probationary matters.
- Provide timely information to payroll as and when needed.
- To be prepared to undertake and support other reasonable requests made by the Divisional Human Resource Manager/Human Resource Advisor.

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.
- 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.
- 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
- Computer literate, particularly 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.
- CIPD Level 5 intermediate Diploma in HR Management essential.
- Flexible attitude
- Experience of interviewing and the selection process in general an advantage.
- Full clean driving license
- Excellent interpersonal skills.

Package

- Competitive Salary
- Paid Overtime as agreed with Divisional Human Resource Manager
- 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 & Development plan.
- Potential for advancement in Company