

HR Advisor – 12 month contract

Location North East | **Salary** Competitive salary plus benefits

Overview

Our client is a successful, international organisation with a base in the Teesside area. They require a HR Advisor to join their supportive HR team on a fixed term basis for a period of 12 months.

The position will provide a professional and proactive HR service to line managers to support the organisation achieve its business objectives. The successful candidate will be accountable for the provision of full generalist HR advice in line with current employment legislation as well as the continuous review of HR policies and procedures.

Our client is happy to consider both Full Time and Part Time applications.

Job Description

Main responsibilities and accountabilities will include the following:

- Build and maintain effective relationships with key stakeholders to ensure HR is able to support the business objectives.
- Work as part of a HR team to provide a professional and effective HR Service to the business.
- Manage and monitor HR policies and procedures in accordance with legislation.
- Coach and Mentor line managers in all people management related activity.
- Manage Employee Relations case management including Disciplinarys and Grievances.
- Assist with a variety of recruitment activity giving advice to the business on the most effective and cost-effective recruitment mediums.
- Support the business in recruitment processes and offer management.
- Assist with the delivery of a variety of HR projects to drive continuous improvement.
- Proactively gather and analyse various HR metrics and data to support business decisions.
- Provide generalist HR administrative support when necessary.

Person Specification

The successful candidate will have demonstrable generalist experience at HR Officer or Advisor level ideally gained from within a commercially focussed organisation. Candidates must be available imminently and available to commit to a 12 month fixed term contract.

Contract Length

12 month contract

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