

## HR Advisor – 2 year fixed term contract

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

### Overview

Our client is a complex organisation based in the Durham area who is looking to recruit a HR Advisor initially on a fixed term basis for a period of 2 years. Although it is not guaranteed, there is potential the role will be further extended or made permanent.

The position will provide a professional and proactive HR service in addition to supporting the organisation in the review and development of their People Policies.

### Job Description

Main responsibilities and accountabilities will include the following:

- Full review and development of People Policies in accordance with legislation.
- Build and maintain effective relationships with key stakeholders to ensure HR is able to support the business objectives.
- Coach and Mentor line managers in all people management related activity.
- Support Employee Relations case management and escalate when necessary.
- Monitoring and managing absence management cases.
- Assist with a variety of recruitment giving advice to the business on the most effective and cost-effective recruitment mediums.
- Assist with a variety of HR projects and initiatives.

### Person Specification

The successful candidate will have demonstrable experience at HR Advisor/ HR Officer level. The role will also potentially suit aspiring HR Advisors who have an interest in policy review and development.

Candidates must be able to commit to a 2 year fixed term contract with an anticipated started date of summer 2024.

### Contract Length

2 year fixed term contract

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