

HR Advisor – 3 to 6 month contract

Location North East | **Salary** £40,000 - £45,000 per annum plus benefits

Overview

Our client is a successful industrial sector business with a base in the Northumberland area.

The organisation is entering a significant period of transformation and requires a HR Advisor to join on a fixed term basis for a period of 3 months. Although it is not guaranteed, there is potential the role will be further extended. The position will work as part of the HR team to provide additional, proactive and efficient support in managing all aspects of Employee Relations and Change Management activity.

Job Description

Main responsibilities include:

- Working as part of the HR team to provide an effective and efficient HR service to all business areas.
- Provide hands-on support for organisational change initiatives at site level.
- Support the planning and implementation of workforce restructuring and other transformational activities.
- Manage and resolve Employee Relations matters including: Disciplinary and Grievance; Performance Management; Absence; and Capability.
- Support the organisation with all people queries and give advice according to company guidelines and legislation.
- Develop and maintain HR records and documentation including consultation materials and outcome letters.

Person Specification

The successful applicant will have a proven track record of delivering a high standard of HR service from within a commercial environment. You will have demonstrable experience at the HR Advisor and be confident in managing Employee Relation and Change Management matters. You must be available to commit to a fixed term contract and start imminently.

Contract Length

3 – 6 month fixed term contract.

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