

## HR Advisor – 6 month contract

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

### Overview

Our client is a large, reputable organisation headquartered in the Newcastle area. An innovative, market-leader in their field, the organisation continues to grow and expand its operations nationwide.

They require a HR Advisor to join their supportive HR team on a fixed term basis for a period of 6 months. Although it is not guaranteed, there is potential the role will be further extended or present a permanent opportunity. The position will work as part of the HR team to provide additional, proactive and efficient support in managing all aspects of Employee Relations.

The position offers fully flexible hybrid working.

### Job Description

Main responsibilities include:

- Working as part of the HR team to provide an effective and efficient HR service to all business areas.
- 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.
- Update people policies and procedures in line with legislative changes and best practice.
- Work with occupational health and support managers in implementing appropriate levels of support.
- Deliver HR related training to management teams.
- Identify any trends within HR reports, resolving issues and suggesting ways of continuous improvement.

### 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 or Officer level and be confident in managing Employee Relation matters. You must be available to commit to a fixed term contract and start imminently.

### Contract Length

6 month fixed term contract.

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