

HR Advisor – 6 month contract

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

Overview

Our client is an established business who is looking to recruit an experienced HR Advisor on interim basis for 6 months. Reporting in to the HR Manager, the role will be responsible for the provision of support and guidance across all aspects of HR in a fast-moving and commercial environment. The role is site based in the Gateshead area.

Job Description

Main responsibilities include:

- Working as part of the HR team to ensure business objectives are achieved.
- Coach and provide advice and guidance on all aspects of HR issues including: Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Manage Employee Relations case management up to dismissal level.
- Working as a business partner to support and mentor line managers with HR issues.
- Support with the development of Policies and Procedures to ensure the effective management of Human Resources within legislation.
- Assist with recruitment campaigns from establishing vacancy criteria to offer management.
- Assist in Payroll management.
- Support employee engagement policies and processes.
- Be involved in managing HR projects, supporting the Head of HR in the delivery and communication element.
- Support HR Best Practice in line with business objectives.

Person Specification

The successful candidate will have demonstrable operational HR experience gained at the Officer or Advisor level previously. Experience of working within a fast-paced and commercial environment is highly desirable. Candidates should be team players and excellent communicators who can quickly and effectively develop rapport and strong working relationships with employees across the business.

Contract Length

6 month fixed term contract.

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