

## HR Advisor – Part Time

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

### Overview

Our client is an established and growing organisation founded in the North East.

A permanent opportunity has arisen for an experienced HR professional to deliver an efficient and effective HR service to a range of stakeholders in a fast-paced environment. The role is located at their Gateshead office and offers flexible part-time hours across 3–5 days.

### Job Description

Main responsibilities include:

- Coach and provide advice and guidance on all aspects of HR issues including: Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Provide HR direction and support to the leadership team and employees.
- Provide advice and guidance on all Employee Relations matters.
- Develop Policies and Procedures to ensure the effective management of Human Resources within legislation and best practice.
- Manage recruitment processes to support business growth and develop processes to deliver the best candidate experience.
- Assisting the HR department in providing HR administrative support including the upkeep of HR records.
- Coordinate and support managers within the Performance Appraisal processes.
- Provide advice and guidance on Learning and Development activity.
- Support the business with general people queries and give advice according to company guidelines and legislation.
- Support continuous improvement activities and projects.

### Person Specification

The successful applicant will have a proven track record of delivering a high standard of HR service from within a commercial or industrial environment. You will have demonstrable experience at the HR Officer or HR Advisor level and be confident in managing employee relations matters.

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