

## HR Advisor

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

### Overview

Our client is a market-leading, international organisation with a UK Head Office in Northumberland.

We are delighted to be supporting them in the appointment of a permanent HR Advisor. The role will work as part of a high-performing HR team to provide an effective HR advice and support service to managers and employees at all levels across the organisation. The position will also be responsible for managing recruitment related activities within a defined area of the business.

### Job Description

Main responsibilities include the following:

Generalist HR activities:

- Build and maintain effective relationships with key stakeholders at all levels to ensure HR is able to support the business objectives.
- Provide advice and guidance on all aspects of Employee Relations including: Absence Management; conduct Disciplinary and Grievance issues; Capability and Performance Management.
- Coach and Mentor line managers in all people management related activity.
- Proactive management of Employee Relations matters.
- Manage and monitor policies and procedures in accordance with legislation.
- Work closely with the HR Business Partners and wider HR team.
- Provide advice and guidance on Training and Development activity.
- Support continuous improvement activities and projects.

Recruitment activities:

- Recruitment campaign management from administration, planning, candidate screening to offer management.
- Work closely with individual stakeholders to establish vacancy criteria.
- Build stakeholder relationships and rapport in order to offer a tailored service with each individual recruitment campaign.
- Organise interviews and assessment arrangements with hiring managers.
- Assist with producing job descriptions and specifications in line with corporate policy.
- Administer and devise job adverts for the company website and job boards.
- Review CVs to support with shortlisting and support with first stage interviews.
- Research and use market intelligence to develop innovative attraction methods.
- Assist with managing relationships with agencies and PSL agreements.

### Person Specification

The successful candidate will ideally have proven HR advisory experience gained from within a fast-paced and commercial HR department. Candidates will have demonstrable experience of providing advice and support services to Managers and employees at all levels and an interest in managing recruitment related activities. This role will suit an experienced HR Officer or HR Advisor who is looking to work as part of a team to drive continuous improvement and deliver a top-class HR and recruitment service.

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