

HR Advisor

Location North East | **Salary** £28,000 - £34,000 per annum plus excellent benefits

Overview

We are working with our Sunderland based client to recruit for a permanent HR Advisor. The role will be based at the Head Office and does support hybrid and flexible working. There will be some travel expected across the Sunderland area.

The position will provide a professional and proactive HR service to line managers in addition to supporting the wider HR team to deliver the HR strategy. The successful candidate will be accountable for the provision of full generalist HR advice in line with current employment legislation as well as the continuous review of HR policies and procedures.

Job Description

Main responsibilities and accountabilities will include the following:

- Build and maintain effective relationships with key stakeholders to ensure HR is able to support the business objectives.
- Manage Employee Relations case management up to dismissal level.
- Proactive management of grievance situations, providing mediation where necessary.
- Monitoring and managing absence management and performance management cases.
- Work as part of the wider HR team to manage and monitor policies and procedures in accordance with legislation.
- Assist with organisational change programmes including restructures.
- Support with a variety of HR projects.

Person Specification

The successful candidate will have demonstrable generalist experience at HR Advisor level and able to work in a large and complex environment. This position provides an excellent opportunity to further develop experience in Employee Relations; Change Management; and HR Policies and Procedures with full support from a friendly and established HR team.

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