

HR Advisor

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

Overview

Our client an international, market leading organisation with a site based in the Newcastle area. An excellent opportunity has arisen for a permanent HR Advisor to join an established HR function. The role will play an integral part in delivering a value-add, proactive HR service and involve supporting the organisation in all aspects of HR within a fast-moving manufacturing environment.

Job Description

Reporting into the HR Lead main accountabilities include:

- Working as part of the HR team to ensure business objectives are achieved.
- Provide HR direction and support to the site leadership team and employees.
- Coach and provide advice and guidance on all aspects of HR issues including: Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Keep up to date with HR best practices and changes to employment legislation.
- Liaise with Occupational Health in the management of Absence Management and Wellbeing programmes.
- Support continuous improvement activities, projects and processes across the HR function.
- Develop positive working relationships with trade union representatives.
- Assist with a variety of recruitment giving advice to the business on the most effective and cost efficient recruitment mediums.
- Work closely the Management Team in the identification and development of Talent across the organisations.
- Supporting senior management through change management activities.
- Support employee engagement policies and processes.
- Be involved in wide-ranging CSR activities.
- Ad hoc HR project work as required.
- Business partner with high level operational stakeholders.

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 proactive and confident in dealing with varied employee matters as well as supporting other HR initiatives.

The role offers a highly competitive salary and good benefits package. The successful candidate will be required to work on site but can benefit from flexible working.

0191 488 4955 | info@michellesimpsonhr.co.uk