michellesimpson
HR RECRUITMENT

HR Advisor

Location North East | **Salary** £30,000 to £36,000 per annum plus benefits

Overview

We are working with a well-established, nationwide organisation to recruit a permanent HR Advisor based in the Tyneside area. The role offers a great hybrid working scheme with some occasion travel to other sites in the UK.

Job Description

The position will provide a professional and proactive HR service to line managers across the region whilst supporting the wider HR team to deliver against business strategy and objectives. The successful candidate will be accountable for the provision of full generalist HR activity in line with current employment legislation.

Main responsibilities and accountabilities will include the following:

- Build and maintain effective relationships with key stakeholders across the business.
- Manage Employee Relations case management up to dismissal level.
- Maintain and develop good relationships with trade unions.
- 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 including systems upgrade and wellbeing initiatives.
- Support line managers with effective recruitment methods and strategies.
- Be on hand to coach, advise and guide line managers in all aspects of HR related activity.

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 with full support from a friendly and talented HR team.

CIPD Level 3 accreditation or above is essential.

0191 488 4955 | info@michellesimpsonhr.co.uk

Michelle Simpson HR Recruitment Ltd, YBN, 7 and 8 Delta Bank Road, Metro Riverside Park, Gateshead NE11 9DJ
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