

HR Advisor

Location North East | **Salary** Competitive basic salary plus benefits including car allowance

Overview

Our client is a large, established organisation with sites across North East England. They are looking to recruit an experienced HR Advisor based in the Newcastle area to work as part of the HR team and partner with stakeholders at all levels to drive an effective, first-class HR service.

The role offers hybrid working and will involve regional travel.

Job Description

Reporting to the Head of HR, main responsibilities include:

- Working as part of the HR team to provide an effective and efficient HR service to all business areas.
- Build and maintain effective relationships with key stakeholders to ensure HR is able to support the business objectives.
- Coach and Mentor line managers in all people management related activity including: Disciplinary and Grievance; Performance Management; Terms & Conditions.
- Manage and resolve complex and escalated Employee Relations matters.
- Monitoring and managing absence management and performance management cases.
- Be involved in a suite of HR initiatives supporting the Lead HR Business Partner in the delivery and communication element.
- Deliver HR related training to management teams.
- Identify any trends within HR reports, resolving issues and suggesting ways of continuous improvement.

Person Specification

The successful applicant will have a proven track record of delivering a high standard of HR service from within a commercial environment. You will have demonstrable experience at the HR Advisor or Officer level and be confident in managing Employee Relation matters. There will be regional and occasionally national UK travel involved so you must hold a valid UK Driver's Licence.

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