

## HR Officer – 12 month contract

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

### Overview

Our client is market-leader in their field with UK operations head quartered in County Durham. Following a period of business transformation, a position has arisen for an experienced HR Officer to join the HR team on a fixed term basis for a period of 12 months.

### Job Description

Reporting to the HR Manager, the role will involve all aspects of HR within a fast-moving environment and will include:

- Working as part of the HR team to ensure business objectives are achieved.
- Manage all aspects of Employee Relations including: Absence Management; Disciplinary and Grievance issues; Capability and Performance Management.
- Assist in managing recruitment processes and develop strategies to enhance and make improvements.
- Support with the implementation and embedding of new HR and recruitment systems.
- Provide administrative support across all aspects of the employee lifecycle.
- Develop Policies and Procedures to ensure the effective management of Human Resources within legislation and best practice.
- Coordinate and support managers within the Performance Appraisal processes.
- Provide advice and guidance on Learning and Development activity.
- Support the business with general people queries and give advice according to company guidelines and legislation.

### Person Specification

The successful candidate will have demonstrable generalist HR experience at the HR Assistant, HR Officer or HR Advisor level and be able to commit to a 12 month fixed term contract. It is a really exciting time to join this organisation and although it is not guaranteed, there is potential the role could be further extended.

### Contract Length

12 month fixed term contract

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