

## HR Officer

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

### Overview

We are working with our highly-reputable and established Newcastle based client to recruit a permanent HR Officer. The focus of the role will support the Head of HR to develop and deliver an efficient and effective HR service across the who organisation. The position is varied and will involve supporting all people related matters including both operational and project activities.

### Job Description

Reporting to the Head of HR main responsibilities include:

- Working as part of the HR team to ensure business objectives are achieved.
- Provide HR direction and support to key stakeholders and employees.
- Advise and coach stakeholders in the management of a wide range of HR matters including: Disciplinary and Grievance issues; Absence Management; Performance Management; Terms & Conditions.
- Take responsibility for recording and reporting of employee relations and absence management across the organisation.
- Support the Head of HR with a full review and development of Policies and Procedures.
- Management and maintenance of HR records including paper-based and on their HRIS.
- Produce reporting to provide key HR information to the business.
- Produce and analyse information to inform policy decisions.
- Support with end to end recruitment campaigns including sourcing candidates, liaising with recruitment agencies, shortlisting and interview coordination.
- Prepare documents and paperwork for all HR-related activity across the employee lifecycle.
- Assist with updating and implementing HR communications.
- Ad hoc HR project work as required.

### Person Specification

Applicants will have demonstrable HR experience gained at the HR Officer or HR Advisor level ideally from within a complex environment. The successful candidate will be a confident coach who can support stakeholders at all levels within the organisation.

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