

## HR Officer – 6 month contract

**Location** North East | **Salary** £30,000 - £35,000 per annum plus benefits

### Overview

We are working with our North Tyneside based client to recruit a HR Officer on a fixed term basis for 6 months. Although not guaranteed there is potential the position will be further extended. The focus of the role will support the HR team with all people related matters including both operational and project activities.

### Job Description

Reporting to the HR Manager 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.
- Work as a coach to support line managers and provide guidance on all aspects of HR issues including: Disciplinary and Grievance issues; Absence Management; Performance Management; Terms & Conditions.
- Proactive engagement with Union representatives to achieve and maximise business objectives.
- Support the management of operational HR activity within a complex environment.
- Coordinate and manage recruitment processes from start to finish.
- Support the HR team with appraisal processes.
- Assist in the organisation's Health and Wellbeing programmes.
- Support the payroll function with any queries in relation to Starters; Leavers; Maternity and Paternity.
- 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 Officer and 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.

### Contract Length

6 month contract

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