

HR Officer – 9 month contract

Location North East | **Salary** £31,000 - £35,000 per annum plus benefits

Overview

Our client is a market-leader in their field who is experiencing a period of exciting growth. A position has arisen for an experienced HR Officer to join their County Durham based site on an interim basis for a period of 9 months.

Job Description

Reporting to the HR Manager, the role will support all aspects of day-to-day HR as well as continuous improvement activities. Main responsibilities 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.
- Develop Policies and Procedures to ensure the effective management of Human Resources within legislation and best practice.
- Assist in managing recruitment processes to support production levels and develop strategies to enhance and make improvements.
- 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 and enjoy supporting both HR operational and project activities. The role will suit an experienced HR Officer or HR Advisor who is available to commit to a fixed term contract.

Contract Length

9 month fixed term contract.

0191 488 4955 | info@michellesimpsonhr.co.uk