michelle simpson
HR RECRUITMENT

HR Officer

Location North East | **Salary** competitive plus benefits

Overview

Our client is a hugely successful, market leading organisation within the industrial sector with a large base in the North East. Due to continued growth of the organisation an experienced HR Officer is required to join an established HR function. Reporting to the HR Manager, the remit will involve supporting the organisation in all aspects of HR within a fast-moving manufacturing environment.

Main responsibilities:

- Working as part of the HR team to deliver effective support to the business ensuring operational excellence.
- Coach and provide advice and guidance on all aspects of HR issues including Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Support continuous improvement activities and projects.
- Foster good working relationships with trade unions.
- Assisting with talent management and recruitment processes.
- Support employee engagement policies and processes.
- Assist the HR leadership team with HR project work as required.
- Development of the workforce involving employee orientation, development and training.
- Support payroll processing and handle job changes, promotions, starters and leavers.
- Produce and analyse HR management information, including the production of reports.
- Maintain and update HR records.

The successful candidate will:

- Have a proven track record of delivering a high standard of HR service from within a commercial or industrial environment.
- Have demonstrable experience at the HR Officer level and be proactive and confident in dealing with varied employee relations matters.
- Ideally have experience of working within a unionised manufacturing environment.
- Require excellent communication and influencing skills.
- Be degree qualified or equivalent.

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