

## 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 new permanent HR Officer. 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.
- Take responsibility for recording and reporting of absence management across the organisation.
- Manage 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.
- 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.
- 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.
- Support the management of operational HR activity within a complex environment.
- 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 Assistant or HR Officer 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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0191 488 4955 | [info@michellesimpsonhr.co.uk](mailto:info@michellesimpsonhr.co.uk)