

## People Advisor

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

### Overview

We are delighted to be working with our innovative and successful client on an exclusive basis to recruit a permanent People Advisor. Headquartered in Newcastle, this multi-site organisation has experienced transformation and growth across the UK. They are looking to appoint an experienced People Advisor who will work closely with the leadership team and employees to provide a proactive service across all aspects of HR. The role will also contribute to the success of the organisation through the execution of their ambitious People Strategy.

### Job Description

Main responsibilities include:

- Working as part of the People team to ensure business objectives are achieved.
- Acting as the first point of contact to coach and provide advice and guidance on all aspects of people-related activities and initiatives.
- Working as a trusted advisor and business partner to support and coach line managers with HR issues including: Absence Management; Disciplinary and Grievance issues; Performance Management; Terms & Conditions.
- Supporting the People Lead in the management, delivery and communication of a suite of added-value HR projects.
- Taking a lead role in the development and implementation of effective Learning and Development activities.
- Design and deliver engaging training sessions.
- Working closely with the People Lead in the succession planning process to develop a talent pipeline.
- Partnering with Line Management to deliver effective and efficient recruitment and induction processes.
- Developing Policies and Procedures to ensure the effective management of Human Resources within legislation.
- Managing policy changes.
- Supporting employee engagement policies and processes.

### Person Specification

The role will be based from the Newcastle Head Office and supports hybrid working with options to work from home.

The successful candidate will be an experienced HR professional with experience of operating at the HR Officer or HR Advisor level looking to take on a responsible role and be a key person within the People team.

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