

HR Advisor - Job Description

Function: Human Resources

Reports to: HR Business Partner

Purpose

To provide a fully comprehensive and integrated HR Service to appointed client groups across multi sites within the Stannah Group.

Key Responsibilities

1. Provide generalist support for Managers, building strong relationships to support day to day HR related activities, assisting in their interpretation and compliance with HR policies and procedures with existing and new employment legislation and good practice.
2. Support Managers with investigations, disciplinary, capability and grievance matters (up to and including dismissal).
3. Provide high quality and effective solution focussed advice and guidance on people management issues to Managers, acting as a trusted advisor and coach.
4. Provide generalist support for Managers in the provision of workforce planning, recruitment, development, coaching and support, performance management and good employee relations.
5. Provide support to Managers and staff on HR queries as and when required, including regular HR surgeries.
6. Work closely with the Occupational Health Advisor to effectively manage ill health cases including workplace adjustments, redeployment, alternative duties and exit from the business on capability grounds if appropriate.
7. Administer and maintain employee records with the support of the HR Co-ordinator
8. Attend internal and external meetings and represent HR where appropriate.
9. Promote the HR service and improve visibility and communications.
10. Promote equality and diversity as part of the culture of the organisation.
11. Support the Stannah Group HR team in the delivery of a full end-to-end HR strategy and service throughout the Stannah Group locations, travelling to sites and depots as required.
12. Support the HRBP and Head of HR as and when required.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the HR function.

Skills and Experience

- Previous experience of working as an Advisor in a multi site, fast paced environment is essential.
- Previous experience of working in a modern manufacturing, engineering or distribution environment is desirable.
- Good working knowledge of employment legislation and best practice.
- Ability to maintain confidentiality and discretion at all times when dealing with sensitive and personal employee data.
- Ability to plan, prioritise and organise workloads in a pressurised environment.
- Proven experience in dealing with all aspects of Employee Relations cases.
- Experience in dealing with all levels of staff in a persuasive and credible manner.
- Computer literate – Excel, Word, Ofbiz Outlook.
- Excellent attention to detail.
- Ability to work autonomously and flexibly.

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Personal Attributes and Behaviours

- A strong desire to support Managers in a way that aligns with the core business values and behaviours, adapting where necessary to ensure a high quality service.
- Excellent written and verbal communication skills with the ability to interact at all levels.
- High levels of self-motivation, self-managing and tenacity to deliver on the HR strategy.
- Diplomatic and demonstrates honesty and integrity at all times.
- Able to act with confidentiality, tact and discretion.
- Calm and effective under pressure.
- Co-operative and supportive team player.
- Good cultural awareness and understanding of diversity.
- Ability to formulate ideas and solutions and present them effectively when required.
- A positive and constructive approach to problem solving.
- Ability to work flexibly to suit the requirements of the business including travel to other sites and depots within both the UK and Europe.
- A personal commitment to the values of the Stannah Group, to deliver on promises and demonstrate that we care.

Managerial and Supervisory Responsibility

- None

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive information.

External

External agencies including suppliers and customers.

Education and Qualifications

- Degree or equivalent qualification
- CIPD part or fully qualified (or equivalent experience)
- Chartered Member of the Chartered Institute of personnel and Development together with evidence of continuing professional development