



## INTERNAL & EXTERNAL VACANCY

### HR Advisor

BATH SITE

#### **The Role:**

Working as a member of the HR Department, providing proactive operational HR support across our three sites, working alongside line managers in the business to advise, coach and guide on a range of employee lifecycle topics ensuring compliance with employment legislation, internal policies and supporting a culture of our colleagues being treated with transparency and fairness.

#### **Your main duties for the role would be, but not limited to:**

- Working alongside HR colleagues to support the review and roll out of policies/procedures including making recommendations for improvement whilst ensuring compliance with current legislation
- Advising on all aspects of employment law
- Working alongside colleagues in the business to support the recommendation of cost effective training to departmental managers as well as co-ordinating training activities
- Working alongside departmental managers to support the co-ordination of training plans that develop core competencies
- Guiding and advising the business around the recruitment process. Conducting interviews and assessments where appropriate
- Coordinating the appointment process for successful applicants
- Proactive case management of employee relations issues including investigations, disciplinaries, grievances, flexible working, absence management and capability concerns. Providing both advice and also fulfilling the role of note taking in meetings.
- Conducting Company inductions, for new employees
- Organising and supporting the recruitment and orientation of new apprentices across all sites.
  - support the review meetings
  - manage tours of existing apprentices
  - organise and chair the Monthly Apprentice Meetings, take minutes, report actions arising
  - point of contact regarding the apprentices and our apprenticeships.
  - management and organisation of corporate events and completion of all associated administration tasks.
- Guiding and coaching the managers, empowering them to make effective people decisions
- Actively identifies gaps and trends, proposes and implements changes necessary to cover risks, escalates to the HRBP, if required.
- Ensure effective processes and administration within the department so that it is set up to succeed for any audits
- Administration of HR Systems and processes as required
- Provide support with site initiatives such as engagement initiatives, survey responses etc.
- Input to all trackers and ensure analysis and reporting are completed as and when required
- Contribute and where appropriate, lead on HR projects as directed by your Line manager and/or the Head of HR.
- Maintain appropriate confidentiality of information relating to the Company and its' staff and maintain compliance with GDPR legislation
- Promote excellent staff communications including the use of notice boards
- Maintain own continuing professional development, keeping up to date with legal requirements and relevant HR developments and knowledge share where appropriate



## INTERNAL & EXTERNAL VACANCY

In order to meet the requirements of the role, applicants should have:

- Resilience
- Strong relationship management and stakeholder management skills
- Commercial Awareness
- Work well under pressure
- Ability to communicate with employees at all levels
- Flexible and adaptable approach to workload.

Requirements/minimum qualifications and experience:

- Associate member of CIPD or progressing to membership
- Proven experience in advising on HR associated matters
- High level of IT skills using MS Office

### Further Information:

- This is a full time, fixed term position (12 months) that will be subject to a review period
- 37 hours per week
- Those interested in this role should submit a CV and covering letter to Lisa Ford
- Any questions about the role should be directed through Lisa Ford
- **Please clearly reference the role you are applying for.**
- **Where possible, please send your application electronically to [lisa.ford@crossmanufacturing.com](mailto:lisa.ford@crossmanufacturing.com)**

**Closing Date: 22<sup>nd</sup> March 2024**