

HR Advisor – Job Description

Function: Human Resources

Reports to: Lead HR Advisor

Purpose

Work within the HR Operations team to provide a fully comprehensive and integrated HR Service for the Stannah Group across the UK businesses. Coach and support Managers across the full UK workforce with focus on a primary business area as required, to achieve business objectives through effective use of people resources with a focus on continuous improvement and best practice.

Key Responsibilities

1. Provide generalist support for Managers to build strong relationships and support day to day HR related activities with the provision of solution focused advice, 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, performance, absence management and grievance matters (up to and including dismissal), working to upskill Managers in their approach and delivery and support and sometimes lead on complex cases.
3. Work with the HR Business Partners to provide dedicated generalist support for Managers in the provision of workforce planning, change management, retention, coaching and development, good employee relations and ad hoc projects.
4. Provide support to Managers and employees on HR queries as and when required, including through the design and delivery of regular HR toolbox talks and drop-in sessions.
5. Work closely with the Occupational Health provider to effectively manage ill health cases including workplace adjustments, redeployment, alternative duties and exit from the business on capability grounds if appropriate.
6. Work with the Talent Management team on recruitment, training and development initiatives across the full employee lifecycle.
7. Work with the Global Process Owner as part of our ERP (Enterprise Resource Planning System) implementation with the scoping, design, testing and launch of our new HRIS (HR Information System), contributing to the redesign of our internal HR processes to embed best practice and provide a comprehensive suite of efficient HR processes and systems.
8. Attend internal and external meetings and represent HR where appropriate.
9. Promote the HR service and improve visibility and communications across the UK businesses.
10. Promote equality and diversity as part of our culture and champion inclusive practices.
11. Attend various shift patterns, including evenings and nights, to support HR activities when required.
12. Support the wider Group HR team in the delivery of a full end-to-end HR strategy and service throughout all Stannah Group locations, travelling to sites as required.
13. Support the Lead HR Advisor, HR Business Partners, Head of HR and Chief People Officer 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.

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Skills and Experience

- Previous experience of working as an Advisor providing general HR advice to Managers and Employees is essential.
- Previous experience supporting client groups across a multi-site, fast paced environment is desirable.
- 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 a variety of Employee Relations cases.
- Proficient with a range of IT systems and packages – Excel, Word, Outlook, PowerPoint and case management software.
- Excellent attention to detail.
- Ability to work autonomously and flexibly.

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.
- 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.
- Solution-focused with the ability to formulate ideas and solutions and present them effectively.
- A positive and constructive approach to problem solving.
- Ability to work flexibly to suit the requirements of the business including travel to other sites within both the UK.
- 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 (desirable)
- CIPD part or fully qualified (or either committed to ongoing professional development or qualified by equivalent experience)