

HR Advisor (Fixed Term Contract 12 months)

Part time, 30 hours per week, Monday to Friday 8.30am to 3.00pm



We're looking for an Advisor to join our HR function on a part time, 12 month fixed term. You will be responsible for actively supporting the business by providing an effective, professional HR service covering the full generalist HR remit, including: employment law, payroll and administration, performance management, counselling, attendance management, change management, development and recruitment.

Key responsibilities:

- Provision of advice and support to people managers across the business, in line with Company policy, process and Employment Legislation.
- Deliver end to end case management for disciplinary, grievance, absence and performance management.
- Coach and develop managers, providing advice or training where required on a range of employee relations issues.
- Support the HR Manager with business change programmes and restructures , attending consultation meetings as required.
- Work closely with HR colleagues to monitor, review and update employment policies in line with current legislation and best practice.
- Completion of all transactional HR administration, including checking and submitting payroll data, recruitment and benefits administration.
- Ensure the site is compliant with all Customer Ethical and Legal requirements at all times.

Key requirements:

- Experience in a Generalist HR role, to include experience of coaching managers, redundancy programmes, handling conflict.
- Experience and good understanding of the Microsoft suite of products including outlook, word, excel, and PowerPoint.
- Good IT literacy including ability to use multi programme HR administration systems.
- CIPD qualified (desirable)
- Full UK Driving Licence

If you would like more information about the role and to apply, please contact sarah.abbott@produceworld.co.uk.

The closing date for applications is 17 February 2019.

