

HR Advisor - 6 Month FTC

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Company: Reach plc

Location: United Kingdom

Category: other-general

Job Description

You will support the team and the business in all employee relations matters in line with HR policies and procedures and UK&I legislation.

You will be responsible for managing complex and sensitive employee relations cases, up to and including tribunal where applicable.

You will support the delivery of ad hoc projects when required to assist with service delivery.

You will regularly review and provide feedback on team processes, policies and guidance docs, to ensure continuous improvement and legal compliance.

You will be required to virtually attend and represent the HR function at confidential business meetings e.g. disciplinary, grievance and general employee relations issues.

You will be required to communicate effectively with the wider HR team, escalating cases where appropriate to ensure the best solution for all people matters.

Qualifications

Experience supporting a wide variety of employee relations cases with varying complexity, preferably within a HR Advisory role.

Ability to quickly build effective working relationships with colleagues and stakeholders at all levels.

A pragmatic approach to resolving issues.

Well organised, with the ability to get things done at pace.

An effective communicator - both verbally and in writing.

Ability to effectively plan and prioritise workload and support other team members to do this, ensuring an efficient HR service to the business.

Experience of liaising with trade unions and taking part in tribunals (desired, not essential)

Additional Information

What can we offer you?

We are offering a salary of £30,000 - £32,000 and benefits including;

Help saving for your retirement in our pension scheme and we'll match contributions up to 6%

25 days' holiday per year when you join After three, five and ten years' service with Reach, you'll accrue one additional day of annual leave. We also have a **Holiday**

Purchase Scheme

Giving back day an additional day's leave each year to support a cause close to your heart

Enhanced family leave including maternity, paternity and adoption - and you'll be eligible after just six months' employment

Private Healthcare Cash Plan free health cash plan so you can claim back cash for a

range of medical expenses

As one of the UK's top 50 Inclusive Employers, we're invited to join our events, programmes and networks to celebrate diversity and build an environment where all our people can thrive

Wellbeing support - including a 24/7 employee assistance programme (EAP) for you and your nearest and dearest

Awesome career opportunities - you'll have support from your line manager and a range of learning & development programmes

We are also a member of the **30% Club**, a global campaign aimed at increasing gender diversity at board and senior management levels

Reach plc believes diversity brings benefits for our customers, our business and our people. This is why we are committed to being an inclusive employer and encourage applications from all suitable applicants irrespective of background, circumstances, age, disability, gender identity, ethnicity, religion or belief and sexual orientation.

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Cross References and Citations:

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