

HR Advisor

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Company: Alexander Dennis Limited

Location: Falkirk

Category: other-general

HR Advisor

Location: Falkirk & Larbert

Come join Alexander Dennis. We are transforming public transport globally by designing, manufacturing, and servicing the cleanest and greenest buses and coaches for our customers.

In a nutshell, we build buses and coaches. In fact, more than half of the buses you see on the roads in the UK are built by Alexander Dennis. We have a huge responsibility to keep the world moving.

We are saving the planet. Our purpose is to support Governments globally with their push to reduce pollution and improve air quality by building greener, more eco-friendly buses.

We love our customers. So much so, almost every bus we build is bespoke – what the customer wants, we will do our best to deliver.

We have a fantastic Canadian parent company called NFI. They welcomed us into the family in 2019, and we haven't looked back ever since.

We are building back and growing again, winning new orders in Germany and Ireland which will be manufactured right here in the UK.

Our global footprint is pretty impressive. We have a presence in some super cool places across the world from Hong Kong to Auckland to Toronto.

Our people are our biggest asset, making us the hugely successful company we are. We are transforming how we work, offering team members more flexibility around how they live and work.

What does that mean for you?

Generous salary package – we reward our people at the level they deserve

A , 37-hour working week, giving you that much needed work/life balance.

Annual leave entitlement which increases with tenure.

Pension scheme to help you save for the future.

Access to our Employee Assistance Programme which offers practical, impartial support on issues impacting your life.

Cycle to work scheme and discounted gym membership. Your health and wellbeing is important to us.

Interested and want to find out more? Check out our YouTube channel or LinkedIn!

Your dream role:

We have an exciting opportunity for a HR Advisor to join the team and support our operations department across Falkirk and Larbert manufacturing sites!

Full responsibilities of the role:

Work collaboratively across sites with the wider HR team to develop policy and procedure in line with best practice and legislative requirements, ensuring harmonisation and consistency in implementation and roll out.

Support culture change activity and positively drive employee engagement through supporting activity and actively participating in strategic HR projects, providing support where necessary.

Ensure the Alexander Dennis Communication Charter is adhered to by all Line Managers across your functions, providing advice and guidance where required.

To work as a business partner to drive key business decisions, in line with HR advice and guidance.

To advise, administer and control the recruitment, selection and onboarding process within best practice guidelines and budgetary constraints, supporting our Head of Talent Acquisition as requested.

Lead and manage our Community & Charity Calendar: working with the HR team across the business to create a community forum of volunteers and to engage team members in the different events and recognition days throughout the year.

To advise, guide and coordinate performance development reviews and training/development requirements.

To positively drive, advise talent management and succession planning activities.

To assist with setting and working within departmental budgets.

To challenge, coach and advise management on all ER issues including performance management, absence management, disciplinary and grievance in line with HR policy, procedure, legislative requirements, and best practice.

Analyse, prepare and produce high quality reports and HR presentations as required by HR and the business.

To support all elements of the employee life cycle from recruitment and onboarding to exit.

Ensure the privacy of personnel data processed is always maintained, adhering to all legislative requirements under GDPR.

Project manage HR and business-related projects requiring HR lead or support.

Provide support and advice to the HR Administrator and provide cover for this role during any periods of absence.

To provide effective support to the payroll function and support system development activity.

Liaise with Trade Unions as required to ensure policies and procedures are applied and implemented as necessary.

To take responsibility for dealing with case management and ad-hoc HR queries.

Responsible for managing HR process and policy updates via internal Quality system QPulse.

What you will bring:

HR or Business Graduate desirable.

Part or Fully CIPD qualified or willingness to work towards.

2-3 years generalist experience at HR Officer or Advisor level essential.

Proficient knowledge of human resources management, ER and employment law.

Excellent IT skills are essential including Word, Excel, Outlook, and knowledge of Visio is desirable.

Previous experience of working with a fully integrated Payroll, Personnel and Time and Attendance System.

Excellent attention to detail and organisational skills.

A flexible and adaptable approach to work.

A positive attitude, team spirit, collaborative and motivational operation.

An understanding of data and information sensitivity and confidentiality.

Excellent communication, influencing and relationship building skills.

Experience of working in a manufacturing environment desirable.

Working with Trade Unions and Staff Representatives.

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