

HR Advisor FTC

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Company: Greencore

Location: Park Royal

Category: other-general

Job Description

We are a leading manufacturer of convenience food in the UK and our purpose is to make every day taste better.

Here at Park Royal, we have a team of around 1,150 colleagues. We produce sandwiches, wraps and platters for some of the biggest retailers in the UK including Sainsbury's, Waitrose, Morrisons, Co-op, Spar, Wilko, Sutherlands, Iceland and Poundland.

We work hard to ensure that Greencore is a great place to work, and our people truly are at the core. We're committed to ensuring all our colleagues have development plans and strive to provide inspiring leadership. Why not come join us?

What you'll be doing

As a HR Advisor you will provide a client focused, comprehensive and professional people service to colleagues and managers by maintaining and developing processes, ensuring adherence to policies, procedures and legal requirements.

Key responsibilities:

Provide an advisory service to colleagues ensuring that they are fully aware of their contractual

terms and conditions and Greencore's people policies

Provide practical advice and direction for line managers so that they implement people practices in compliance with Greencore policy and statutory employment legislation as well as providing a positive, consistent colleague experience

Advise and provide support to managers to ensure the correct procedures are followed in carrying out grievance / disciplinary / performance improvement investigations, hearings and attendance

Coordinate the delivery of the company induction programme in partnership with line managers for all new colleagues in line with Greencore standard

Promote the colleague engagement agenda by supporting the Greencore way awards and People at the core survey

Act on relevant HR key performance indicator information in a timely manner itemising trends and generating it in a format that is readily available for managers to review e.g., sickness absence data

Quality check, govern and validate that training and competence standards are being met through regular audit

Administrate absence management through HR systems to minimise absence rates and promote positive colleague relations

What we're looking for

Ideally part CIPD qualified or working towards HR qualification

Experience working with computer systems such as Word, Excel, email, PowerPoint, general databases

Experience of working within a generalist Human Resources function

Current and up to date knowledge of employment legislation

Experience of working with diverse teams

We're not all the same at Greencore and our differences help us to make every day taste better for all our stakeholders. We truly put our people at the core and are proud of our diversity.

If this sounds like you join us, grow with Greencore and be a part of driving our future success.

What you'll get in return

Competitive salary and job-related benefits

Holidays

Pension up to 8% matched

Company share save scheme

Greencore Qualifications

Exclusive Greencore employee discount platform

Access to a full Wellbeing Centre platform

Throughout your time at Greencore, you will be supported with on the job training and development opportunities to further your career.

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