

HR Advisor

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Company: Liberty HR Recruitment

Location: Winchester

Category: other-general

Do you want to work for a provider with a long-standing, successful reputation? A business that has continued commitment in providing excellence within the educational sector.

Liberty Recruitment Group are absolutely delighted to be partnering with our client in their search for an HR Advisor. This role is based in Winchester with some flexibility for home working.

This position is offered on a 12-month fixed term contract. The preferred hours of work will be 37.5 hours per week, 52 weeks a year, Monday to Friday, 8.30am to 5.30pm. However, 30 hours a week may also be considered. There is free parking on-site and easy access to public transport links.

Some of your duties will include:

Leading on an implementation project for a new HRIS system.

Working collaboratively within the HR team in their provision of an excellent and comprehensive HR service to the business.

Providing support on lower-level employee relations issues (including disciplinary, capability, grievance, absence, flexible working).

Organising meetings and hearings; drafting and issuing related letters.

Attending meetings to support managers and act as notetaker, ensuring documentation is accurate and actions are followed up.

As an individual, it is essential that you have very strong IT skills, proven HR experience, knowledge of employment law, possess excellent time management skills and be able to work on your own initiative.

The salary is up to £33,500 P/A, depending on experience, plus numerous benefits including 30 days' annual leave plus bank holidays, free refreshments & lunches, pension, discounted corporate gym membership and more!

If you would like to discuss this role further, please contact the Liberty Recruitment Team.

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