

HR Investigations Coordinator

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Company: Possibl

Location: London

Category: other-general

Investigations Coordinator (HR Consultancy) – London, UK (Hybrid) - Possibl

Possibl is delighted to be partnering exclusively with an ambitious, entrepreneurial boutique HR and people development consultancy led by an inspiring CEO, they are known for their transformational impact and radical approach to improving employee experience. Their advisory and interventions span employee relations, investigations, mediation, coaching and leadership development.

Your role as Investigations Coordinator will encompass being the first point of contact with clients, scoping their needs, shaping proposals and solutions with end to end client project management around investigations, disciplinaries, grievances, employee relations and employment law in collaboration with the client, services manager, services director and expert investigators, acting as the client relationship manager along the way.

You can expect to join a passionate, high performing team in a fast paced organisation, empowering major name clients to 'rip up the rule book' and transform HR teams and business cultures across a massive variety of sectors to keep things interesting for you.

In addition;

an excellent salary, generous bonus up to £20k PA, 25 days leave + bank hols and your birthday

off, health insurance, discount schemes, L&D and professional development such as MHFA, agile PM and mediation training, career progression, a great boss and SLT team in a family feel business.

About you:

2 or 3 years minimum exp in human resources/employee relations

Up to date knowledge of employee relations, employment law, disc & grievances

Natural relationship builder

Ability to manage multiple projects at one time

Curious & analytical

Relevant HR qualification/education or working towards (HR Management, CIPD L5 etc)

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