

Senior HR Advisor

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Company: Distinct Consultancy

Location: Eccles

Category: other-general

Senior HR Advisor - £40,000-£43,000 + Private Medical + 33 Days holiday + Early Finish Fridays + Market Leader + Benefits!

The Company

Our client are a market leading manufacturer who operate on a global basis. Due to continued expansion they have an excellent opportunity to join their business as a Senior HR Advisor.

This is a fantastic opportunity to join a growing business, working in an ever changing environment on both generalist HR activities and & HR projects.

The Role

The Senior HR Advisor will support the business by assisting the HR Manager in delivering all HR initiatives across all sites. Supporting in and/or leading key projects that will cover, but are not limited to, employee engagement, talent management, leadership development, and HR compliance. In addition providing professional advice to the management team in Employee relations.

Main duties include:

- * Recruitment and management of Apprentices, liaising with the responsible training provider when necessary.
- * Consult with Company solicitors on complex ER issues.
- * Enhance employee engagement through HR walk-rounds.
- * Liaise with external training organisations for the ongoing delivery of employment law training.

- * Absence management in line with Company policy, arranging welfare meetings and engaging Occupational Health services where necessary to reduce both short- and long-term sickness.
- * Arranging and coordinating Occupational Health in line with specified deadlines and business needs.
- * Working closely with Health and Safety to assist with implementing any actions returned from Occupational Health, and actions to reduce accident in the workplace claims.
- * Arrange and facilitate drug and alcohol screens in line with the Company policy for all pre-employment, random and for cause screens.
- * Support Hoshin Kanri projects where HR support / intervention is required, either as a member of or assisting the project.
- * In conjunction with the HR Manager identify and champion employee engagement and communication initiatives
- * Manage the recruitment process in line with Recruitment policy.
- * Informing appropriate parties, and providing necessary documentation, upon receipt of any accident/injury claims.
- * Support the HR Manager in the by providing monthly KPI's on absenteeism, labour turnover, and communications for the monthly exec and board meetings.
- * Maintain job evaluation records across the company.
- * Develop ongoing and collaborative relationships with the Trade Union.
- * Organise Discipline, Grievance meetings and investigations as and when appropriate and providing advice.

What We Are Looking For

The Senior HR Advisor will ideally have experience within a fast paced manufacturing environment. You should have the following skills/experience:

- * Experience of working in manufacturing/engineering organisation
- * Associate or Graduate membership of the CIPD
- * Experience within a HR role/function
- * Experience of working with Trade Unions
- * Good employment law knowledge
- * Excellent IT skills with experience in Microsoft Word, Excel and Power point
- * Experience of working in a standalone HR position.
- * Knowledge of Mitrefinch Time & Attendance system (desirable)

What is On Offer

The Senior HR Advisor will receive a competitive basic salary of £40,000-£43,000 (DOE) plus the opportunity to join a hugely successful & growing business. You will also get the following benefits:

- * Private Medical insurance
- * 33 Days Holiday (including bank holidays)
- * 5% pension contribution,
- * Yearly Bonus
- * Ability to purchase extra holidays
- * Early finish Fridays!

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Cross References and Citations:

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