

Department: HR

Job role overview:

- To provide accurate generalist HR support to the Company.
- To ensure HR legal compliance and to assist with the continued development of HR for a valued HR function.
- To support on HR and Recruitment projects alongside business objectives.
- Working with stakeholders across Head Office, Design, Engineering and the Factory, in a manufacturing setting.

Location: Hinckley, Leicestershire

Duties:

- To act as a first point of contact for advising the Company on HR related matters with professional advice and efficient and effective support.
- Build effective relationships with the HR Team, H&S, Payroll, Managers and Employees, ensuring confidentiality and accurate data processing is maintained.
- Ensure the HR Database, documents, policies and records are maintained, are accurate and comply with legislation, including GDPR.
- To assist with creating and maintaining policy, procedure and effective stakeholder management, in line with Company culture. Where applicable to put this out company wide and educate stakeholders in the required area, which may include training and development via different mediums.
- To identify training requirements and to assist with employee development through training and development and appraisals.
- To assist with monitoring absence across the business and to address absence concerns with managers, providing guidance and support as appropriate. To work with onsite and third party Occupational Health and other medical specialists where required.
- To work with informal and formal resolutions with employee relations and casework, for example investigations, disciplinary hearings, grievance hearings, capability and performance management, probations, medical cases and suspension, in line with the Company's policies and the law. Supporting and coaching the key stakeholders through the process.
- To undertake informal and formal meetings, which may involve leading, training or supporting in the meeting.
- To undertake flexible working, maternity, paternity, shared parental leave and adoption processes.
- To complete complex contracts of employment.
- To advise on the payroll processes, reporting, holidays and additional holidays, references and appraisals, in line with best practice and HR guidance.
- To undertake and assist with projects as required.
- Any other ad-hoc duties as required by your Manager.

	Essential	Desirable
Qualifications and Attainments	Level 5 to 7 CIPD qualification or equivalent practical attainment. Member of the CIPD.	Educated to degree level or equivalent practical attainment.
Professional Experience and Skills	<p>Previous proven experience of HR administration, generalist HR and working within a HR Team.</p> <p>Understanding and experience of attending formal meetings such as disciplinary hearings and undertaking complex meetings.</p> <p>Recognise the importance of confidentiality and understanding of data processes.</p> <p>Proficient in Microsoft Packages including Excel, Word and Outlook.</p> <p>Good commercial awareness.</p> <p>Demonstrated understanding of employment law and updating knowledge.</p>	<p>Previous experience of working within an automotive /manufacturing environment.</p> <p>Demonstrated experience of HR and Recruitment.</p> <p>Experience of absence and attendance management and self-management of ER casework and recruitment to roles.</p>
Personality and Motivation	<p>Accurate and detailed. Flexible and adaptable.</p> <p>Able to work alone and as part of a team.</p> <p>Able to take instruction and work calmly under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills. Self-motivated and resilient.</p> <p>Competent planning and organisation skills to strict deadlines.</p> <p>Ability to work effectively on a variety of tasks daily.</p> <p>Able to work with stakeholders at all levels.</p>	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible over working hours.	