

HR Advisor

We have an exciting new opportunity for a part-time HR Advisor to join our Wolverhampton Site. We are looking for a pragmatic HR advisor to work in a standalone role providing support for our Wolverhampton and Telford Sites.

This role will support the management team coordinating Scotbeef Ltd strategic initiatives including but not limited to; employee relations, performance management, onboarding and development. The role will be focused on employee engagement efforts to create a more productive workforce and motivate employees at all levels of the organisation to reduce absence levels, improve retention and increase the skills base across the site.

Key responsibilities:

- First point of contact for employee queries, either providing advice directly or escalating to other members of the team as appropriate
- Promoting the company vision and values, working closely with the management team and other key stakeholders
- Supporting managers with investigations, disciplinaries and interviews
- Improving employee relations and employee engagement through understanding and responding to feedback and delivery of relevant action plans
- Supporting the design and delivery of internal events to create and sustain dialogue around engagement
- Supporting and driving attendance to employee forums, recording feedback and ensuring continuous improvement remains at the heart of all employee engagement initiatives
- Increasing leadership capability across the site through coaching and mentoring at all levels in the operational environment, providing 'in the moment' feedback
- Working with the team to achieve the site KPI's including, absence, retention, overtime and training
- Administer the full employee lifecycle, including onboarding and offboarding, job changes and promotions and all types of leave

Skills and experience:

- Extensive employee relations experience
- Demonstrable experience of leading both reactive and proactive employee relations interventions that have delivered measurable benefits
- Confident, competent, determined and resilient, with the drive to complete tasks
- Understanding of how to interact with and energise a diverse workforce
- Effective planning, organisation and communication skills
- Extremely strong organisational and time management skills
- Reliable, conscientious, self-motivated and professional
- Effective problem-solving skills and ability to influence solutions
- Promotes a continuous improvement approach by continually challenging the status quo and driving standards forward
- Excellent team working skills

Benefits include:

- Competitive salary
- Flexible Working
- Part-Time Role Working over 3 days. Flexibility on days/times.

Job Types: Part-time, Permanent