

## **HR ADVISOR – WINDOW WAREHOUSE**

### **JOB ROLE:**

- HR ADVISOR

### **ROLES/RESPONSIBILITIES:**

- **ROLE:**
  - Provide HR guidance, advice and support to management and employees across the business
  - Play a key role in ensuring the business HR practices are compliant, efficient and aligned, both with company values and legal restrictions/requirements
  - Support a culture of teamwork, safety and continuous improvement within the business
- **RESPONSIBILITIES:**
  - Act as the first point of contact for HR-related queries from managers and employees.
  - Leading regular meetings with site managers and teams, fostering a collaborative working environment.
  - Provide advice and guidance on HR policies, procedures, and employment legislation.
  - Support the recruitment and onboarding process - from drafting job adverts, managing the advert, arranging interviews to issuing contracts and conducting inductions.
  - Providing assistance in interviews when needed including making sure all of the necessary paperwork is ready, gathering relevant compliance documents & note taking.
    - Manage employee relations cases, including investigations, disciplinary hearings, grievances, and performance management. To support management in the process and act as support and note taker within procedures.
    - Support workforce planning and ensure staffing levels meet operational demands.
    - Maintain and update employee records, ensuring confidentiality and GDPR compliance.
    - Assist in developing and implementing HR initiatives to improve employee engagement, retention and wellbeing. To pitch new staff benefits and initiatives to directors.
    - Monitor absence and attendance, supporting managers with return-to-work meetings and related processes.
    - To support the management with one to ones and the development of employees
    - Liaise with payroll and finance teams to ensure accurate and timely employee data.
    - Contribute to training and development programs, including health & safety and compliance training.

- Prepare HR reports and metrics to support management and Directors in decision-making.
- Liaise and support the HR management with driving workforce planning, talent acquisition, and retention strategies
- Contribute to HR-related projects such as organisational change, restructures, and employee engagement initiatives

#### EXPERIENCE:

- Proven HR advisory experience, ideally within a manufacturing, construction, or trades-based environment.
- Strong understanding of UK employment law and HR best practices.
- Able to apply legal knowledge and judgment to people practices
- Understands and interprets data and analytics and its usage, and can measure their impact and value
  - Excellent communication and interpersonal skills, with the ability to build trust at all levels.
  - Confident handling sensitive issues and maintaining confidentiality.
  - Organised, detail-oriented, and able to manage multiple priorities.
  - Competent in using HR systems and Microsoft Office (Word, Excel, Outlook).
  - CIPD Level 3 qualification minimum, level 5 preferred (depending on previous experience)