

HR Advisor

Reporting to: Divisional HR Manager

Salary range: Competitive

Contract: Full-time, Permanent (Mon-Fri 8.30-4.30pm)

Location: Plymouth, with occasional travel

Benefits: Pension, Health Plan, 22 days holiday, plus birthday day off, plus 8 paid Bank Holidays, Gym discounts, holiday purchase scheme.

Role purpose

Want to be part of a growing company within a thriving Group? Want to work in a great culture and have a big impact? Look no further!

This role will be an integral part of our small, fast paced HR Team, initially covering SMAS and developing to work across the division. As the HR Advisor & Office Manager, you are a key ambassador for the brand, being the first point of contact both internally and externally. The business has grown to over 40 colleagues within the past year.

You will be integral in supporting our managers with a wide range of ER issues and be involved in driving colleague engagement, learning and development, driving change and supporting business growth. You'll also be needed to help with essential HR administration such as contracts and offers, compliance checks, starters / leavers process etc.

Role details

- Support managers with a range of issues such as: investigations, disciplines, grievances, performance, wellbeing / absence issues and probation reviews
- Help deliver colleague engagement initiatives
- Support the team and business to drive change and business growth
- Support internal communications to ensure they are effective and in line with our culture and values
- Prepare essential colleague paperwork such as contract and offer letters, salary review letters etc
- Helping to onboard new starters; system set up, liaising with new starters, induction etc
- Breadcard and other reward administration
- Compliance checks such as references, right to work
- Coordinating internal events and training
- Liaise with payroll to ensure colleagues are paid correctly
- Project work as and when required
- Support the delivery of training
- Help with Occupational Health referrals

Person specification

Experience in a HR department including:

- have a strong background in dealing with a variety of ER issues such as probation reviews, investigations, disciplinary or absence issues, redundancy, including note taking and ideally have led some ER cases from a HR perspective

- It's fast paced and always changing so you need to be up for the challenge, always ready to adapt and get stuck in
- Agile with a growth mindset, you will really care about our business. You get that you are a role model for and a custodian of our culture and will always put your best self forward.
- We've got a coaching style with our managers; we work together to help find the best solutions so you'll need to show us your coaching and problem solving skills
- Awesome communication skills with the ability to flex your style to maximise impact
- Embody our values of: *Do The Right Thing, Own It, Care and Support and be Forward Thinking*
- Able to influence stakeholders
- Attention to detail!

CIPD qualification is useful (level 3 or 5) and we would consider providing support with further professional qualifications as well as providing in-house development training (as part of working for the Citation Group who provide Employment Law advice and expertise).