

Role profile

Job title	People Advisor (National)	Reference ID: Oct25
Location	Head Office – Greenford	
Salary	c. £35 - £38k	
Reporting to	Head of HR	

PURPOSE STATEMENT

To provide advice, support and solutions to all Managers across the business.

KEY ACCOUNTABILITIES

- Support line managers with the management of ER cases through advice and coaching, ensuring approach is pragmatic and within an acceptable level of business risk
- Build and develop effective, collaborative working relationships with managers
- Develop the line managers' HR capability and people management competence, professionalism and consistency of approach.
- Advisory and support on Employment Relations issues, including absence, disciplinary, performance, long term sickness, exit interviews and grievance issues and attend hearings in the capacity of an adviser/note taker.
- Advice on Employment Law, working arrangements, contractual matters, employee communication and consultation, ensuring the Company is consistent and fair, meeting contractual and legal requirements
- Keep up to date with current legislative changes and ensure that managers are aware of changes in employment law and that revised HR policies and procedures are adhered to.
- Support HR initiatives and projects outside of dedicated business area
- Deliver continuous improvement of candidate experience from recruitment through to on boarding. Playing an active role in new starter inductions.
- Liaising, supporting and covering with HR Admin to include completing contracts, offer letters, references and change of details forms, starters, leavers, holiday & redundancy calculations etc.
- Familiarity with GDPR compliance and managing sensitive employee data.
- Covering Reception desk as and when required.
- Undertake specific HR projects as required.
- Undertake specific HR/training projects as required by the senior management team.
- Take lead in managing the HR IT systems
- Conduct and oversee HR training programmes as required by the business
- Producing data-based dashboards/report/analysis for various areas within the people team
- Provide HR support for organisational change and restructuring activity and projects, supporting the line manager with redundancy situations.

TECHNICAL SKILLS / KNOWLEDGE

- Experience of operating in a complex, commercial, multi-divisional organisation
- Detailed understanding of preferably all aspects of HR Management including employee relations, change management, resourcing.
- Solid and up to date knowledge of practical HR principles and practices as well as employment legislation
- Track record of operating as an HR Generalist, ideally with good business partnering experience

QUALIFICATIONS / PERSON SPECIFICATION

- Willing to travel throughout the UK - Clean driving license and own car required. (Occasional overnight stay).
- Ability to multi-task and prioritise work accordingly
- Experience of working in Multi Sites
- Team player with excellent communication skills.
- Additional hours as and when required
- Good stakeholder management and communication skills: Able to build and develop good quality professional relationships
- Ability to work openly and collaboratively to maximise overall organisational health
- Good commercial acumen
- Proficient IT skills including MS Word, MS PowerPoint and MS Excel including (macros, formulas, pivot tables & vlookup).
- Comfortable with data analysis
- Construction experience is preferred but not essential
- CIPD qualification or similar advantageous

Site based role – Greenford (Relocating to Harrow in 2027)

If you are interested, please email your cover letter and CV to:

Recruitment@lornestewart.co.uk