# **HR Advisor - Carlisle**

Role Profile

To support the business through this growth period and beyond, we are looking for an HR Advisor to join our team to ensure our people are supported at all levels.

Reporting into the Head of HR, this is a new role for our business and the postholder will be required to provide generalist HR support across the business, building relationships at all levels.

## Main Responsibilities

**Generalist HR support:**

* Build effective working relationships with team members at all levels, providing advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice.
* Contribute to the review and development of HR policies and procedures in accordance with the legal framework of employment legislation and best practice.
* Support Managers during formal meetings, including investigations, absence reviews, disciplinary and grievance hearings and advise on way forward in line with company policy.

**Absence Management:**

* Provide advice and guidance on, absence management issues and return to work processes.
* Ensure all absence is recorded correctly by Managers in a timely manner and return to work discussions have been completed.
* Highlight any absence and attendance concerns and make recommendations to the Head of HR for appropriate support as required.

**Onboarding and Offboarding processes:**

* Support the Recruitment Coordinator to ensure that all new team members are successfully onboarded.
* Supporting new team members with completion of self-serve areas within the HR system.
* Acknowledge any resignations in writing and liaise with other relevant departments of leaver as appropriate both internally and externally.
* Conduct Exit Interviews and capture key themes for further analyses.

**Maintain employee records:**

* File and record any changes to employees personal and employment records.
* Document any HR discussions and save them on the HR system.
* Check the HR system for any incomplete personal data areas or unsigned documents.
* Undertake quarterly reviews of annual leave share information to encourage employees to take holidays in a timely manner.

 **Monthly reporting:**

* Generate monthly reports on absence, annual leave, leavers, attrition rate and any other relevant HR data as required.

**General Administration:**

* Carry out general administration tasks, for example - devising standard Human Resources documents and letters.
* Respond to reference requests for current or former employees.

**Recruitment and Selection:**

* Support the Recruitment Coordinator as required with recruitment and selection.

## Working hours

37.5 hour per week, Monday – Friday, 9.00am – 5.00pm.

## Experience required

* Ability to maintain confidentiality and exercise extreme discretion.
* Excellent organisation and multi-tasking skills and ability to work to deadlines.
* Ability to handle and prioritise multiple tasks and meet deadlines.
* Confident communicator both verbal and written formats.
* Excellent attention to detail.
* Ability to work independently with limited supervision.
* Team player with proactive approach.
* Previous working knowledge of HR Systems desirable.

The successful candidate will have relevant work experience within a HR team, be a hands-on HR practitioner, a self-starter, self-motivated and a strong communicator at all levels. Possession of a CIPD qualification would be advantageous.

## Excellent Employee Benefits

## Salary of up to £28,500 per annum

## 25 days annual leave, plus paid bank holidays

## Up to 7% pension contribution

## 4 times salary life insurance cover

## Employee Incentive Scheme

## Employee Referral Scheme

## Perks at Work Scheme

## About Grain

## Grain is a fast-growing national broadband provider, headquartered in Carlisle, with a range of opportunities across the UK. Unlike some providers, Grain builds their own dedicated fibre optic network with a unique cable to the home (FTTP), delivering some of the fastest broadband products and helping bring digital transformation to the UK.

Having recently announced a £75 million investment, now is the perfect time to join one of the fastest growing companies in an exciting industry – apply today!