

Junior HR Officer

An exciting opportunity has arisen for a Junior HR Officer to work alongside our current HR & Payroll Team

To Be successful you will need to have some generalist HR knowledge, UK employment law awareness, including absence, disciplinary and grievance and experiencing of providing consultative advice to managers in the use of company policies and procedures. You will hold a relevant qualification such as a degree in Human Resources Management or CIPD certificate / diploma.

A good understanding of relationship management approaches is essential.

As Junior HR Officer your role will include:

- Understanding site issues, priorities and the impact on their specific area.
- Provide support and coaching to line managers to empower them to own the HR Process.
- Managing Discipline, Grievance and absence cases with the line manager.

Experience/Skills

- Proven experience working in a HR role ideally
- Knowledge of HR
- CIPD part / Qualified
- Strong Interpersonal Skills
- Organised, with the ability to manage several tasks at once.
- Excellent communication skills capable of providing difficult messages and advice to managers at all levels
- Good influencing and facilitation skills
- An ability to present workable solutions to resolve difficult issues
- Ability to work effectively with different types of people
- Sound knowledge of Microsoft Office and excellent IT skills

The successful candidate will be fulfilling a varied and busy role, supporting the HR team on a daily basis.

Key Responsibilities include but not limited to:

- First point of contact for HR-related queries from employees ensuring all queries are seen through to resolution
- Assisting site management with basic Employee Relations Matters including Absence/ Disciplinary & Grievances etc.
- Coordination of training, booking courses, developing and delivering other training programmes
- Ad-hoc administration and projects