

Job Description

Position – HR Advisor


Reporting to HR Manager

Responsible for N/A

Purpose / Role - Provide an advisory HR service for SMD. As a HR Team Member you will be responsible for dealing with HR queries, case management, policy updates and supporting the HR Manager with change initiatives as and when required.

Prime Role and Duties

- Provide a HR service to existing SMD personnel – providing advice and guidance on recruitment, rewards and benefits, HR system queries, and other HR policies and procedures
- Supporting managers and providing advice on day-to-day employee relations issues
- Provide a recruitment service, liaising with SMD's recruitment partner and on-site Recruiter, recruiting managers and other recruitment agencies, supporting managers during interviews and ensuring all on boarding paperwork is complete
- Manage the annual/bi-annual graduate scheme intake process
- Processing starters, job changes and leavers in the HR system and dealing with associated paperwork
- Maintain personnel records in the HR Information System, network files and hard copy filing systems;
- Providing Management information as required and running monthly reports and HR metrics from HR Information System as directed
- Support with annual renewal of remuneration and benefits (pay review, flexible benefits & staff insurances)
- Log absences and manage ongoing absence management cases as required
- When required, support managers with absence management issues and liaise/coordinate the Occupational Health function
- Write, maintain and update job descriptions as and when required
- Support the HR Manager with the administration of the Performance & Development Review (PDR) process
- Support managers with performance management issues
- Taking a lead in HR administration projects and supporting HR Manager in other HR projects when required
- Administer the immigration process in terms of visa application, extension, end of visa administration and intra-company transfers
- Manage disciplinaries and grievances as directed by the HR Manager

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- Managing the exit process as and when required, dealing with retention issues, gathering feedback via exit interviews and ensuring leavers are processed correctly
 - Support HR Manager with HR Projects as required including company surveys
 - Support HR Manager with organisational change activities such as restructure

Allied Occasional Duties

- Support with employee communication activities
- CV screening
- Maintain HR area of SharePoint
- Maintain up to date Employment Law knowledge, attending local events where appropriate

Key Internal Interfaces

- Managers
- Business unit and functional staff
- Central teams
- HR, Learning & Development

Core Competences

- Experience of handling low-level ER cases (disciplinarys, grievances & absence)
 - HR Administration experience, preferably within engineering/industrial environment
 - Knowledge of Employment Law and HR best practice
 - Excellent administration and analytical skills
 - Being able to make decisions and apply tact, diplomacy and confidentiality in all situations
 - Being able to communicate well at all internal and external levels both orally and in writing
 - Excellent organisation and prioritising skills
 - The successful candidate should be proficient in relevant Microsoft office tools (Word, Outlook and Excel), have the ability to multi-task within a fast paced environment and have a great attention to detail
 - CIPD level 3 would be preferable, with an interest in further HR personal development activity
 - Experience in working with an HR Information System (HRIS) is desirable, but an organised and systematic approach to managing data is essential
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