

JOB DESCRIPTION



Job Title: HR Partner	Location: Hunmanby, UK
Department: HR	Contract: Permanent, Full Time
Reports To: HR Manager	Direct Reports: N/A

1.0 Job Summary & Role

The HR Partner will support the HR Manager and team in the delivery of an efficient and effective HR support and advisory service to all departments and locations within the Company. They will also support the delivery and implementation of new HR focused projects/initiatives introduced into the business.

They will provide first line support on HR related issues for management and employees, giving advice and guidance on the full-range of company HR policies and procedures, ensuring they are applied consistently with internal processes, and lawfully in line with legal requirements. They will also ensure that HR queries are dealt with promptly and reliably, and actively contribute to the HR key performance indicators.

They will be involved in managing employee relation cases, assisting formal investigations and hearings in relation to conduct, grievances & capability. They will also support first line management with performance matters utilising effective informal methods in the first instance where appropriate to address any initial concerns.

The HR Partner will also be involved in sickness absence cases applying the absence management procedure when addressing high levels of absence, liaising with occupational health obtaining external medical advice and identifying any support measures/adaptations for consideration, or ongoing capability matters.

The suitable candidate will have experience of working within a fast-paced HR team, ideally within a manufacturing/engineering, environment with up to date knowledge on employment law and legislation, an excellent understanding of generalist HR duties & best practice, and CIPD qualified.

2.0 Key Responsibilities & Main Duties

- Assist the HR Manager and team to deliver DSE's strategic business & HR objectives
- To provide first line advice on employment matters, including HR policy and procedures, best practice and employment law, and terms and conditions of employment
- To partake in internal investigations & formal hearings regarding conduct, capability and grievance matters, providing HR and admin support, and considering lessons learnt and areas for improvement following each case
- To contribute to the review and development of HR policies & procedures within the legal framework of employment legislation, and in line with business need
- Working in line with key employment law practices mitigating the risk of any breach of legislation
- To support the HR Manager with administrative tasks on organisational change processes including restructures/redundancy/redeployment activity within departments as required
- Manage sickness absence cases providing advice and guidance on occupational health referrals, ongoing periods of short term absence, return to work from long term absences, and ongoing capability matters
- Maintain the HRIS system and utilise it to gather & interpret people data and insights
- Involvement with staff initiatives to boost employee engagement & to support retention
- Involvement with staff development initiatives to support career progression and succession planning



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- Contribution to the staff communication forum
- General HR administration and organisation
- Responsible for the administration and management of personnel records and the HRI System, ensuring compliance with GDPR is maintained.

3.0 Internal & External Relationships

The HR Partner will be required to build & embed effective working relationships with all managers across the business supporting them to deliver their departmental needs and objectives. Also with the workforce establishing an open and supporting environment for staff. This includes stakeholders across all offices and locations, including globally.

They will also need to build successful working relationships with key stakeholders external to the business such as local apprenticeship providers, training providers, and local universities/colleges/schools.

4.0 Key Performance Indicators

- Employee practices & policies applied consistently across the organisation in line with internal processes, and relevant legislation
- Effective partnering with management, departments and key stakeholders across the business
- Good relationships built with the workforce establishing an open and supportive environment
- Effective management of sickness absence, capability & conduct issues, and performance concerns, applying company policy and process where necessary
- HR tasks and projects delivered within a timely manner
- Demonstrate ownership for workload and responsibilities
- Apply a proactive approach to HR matters

5.0 Essential/Desirable Factors

Knowledge	
Essential: <ul style="list-style-type: none"> • Up to date knowledge of Employment Law & Legislation • Generalist HR knowledge & best practice • Application of effective HR Policy & Procedure • Equality & Diversity legislation & how this is embedded within HR services/policy 	Desirable: <ul style="list-style-type: none"> • Commercial awareness
Skills & Attributes	
Essential: <ul style="list-style-type: none"> • Able to influence, persuade and negotiate with others in a positive way • Confident with computers, Microsoft Office, Excel, IT Systems • Providing an excellent service to stakeholders inside and outside of the business • Excellent administration and organisation skills • Effectively manage own workload working to deadlines and using own initiative when required • A positive attitude to change and need to work flexibly responsive to business needs • Highly discreet with confidential information working in line with GDPR 	Desirable: <ul style="list-style-type: none"> • Confident with HRI Systems and interpreting the data to present to management. • Good business acumen



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<ul style="list-style-type: none"> Ability to apply company policy and procedure and explain these to others 	
Experience	
Essential: <ul style="list-style-type: none"> Supporting the delivery of HR strategy and objectives Managing capability, conduct and performance matters Supporting formal investigations & hearings as a HR representative Partnering with managers to deliver departmental & business needs Liaising with external bodies Maintaining HR systems and records in line with GDPR Supporting change management objectives Successfully addressing employee relation matters through effective informal methods, where appropriate 	Desirable: <ul style="list-style-type: none"> Working within a fast-paced manufacturing/engineering environment Experience of providing HR support across global teams Experience of supporting the delivery and implementation of HR focused projects/initiatives
Qualifications	
Essential: <ul style="list-style-type: none"> CIPD qualified, or relevant equivalent experience GCSE in Maths and English of C and above, or equivalent 	Desirable: <ul style="list-style-type: none"> CIPD Qualification Level 5 / 7

Created by	Dated Created
HR Manager	13/12/2022

