

## HR Assistant

### Full Time, Permanent

**£22,000 - £25,000 per annum**

**(40 hours per week, potential job share)**

An exciting opportunity has arisen for a motivated HR Assistant to join the HR Team at Cotteswold Dairy. Established in 1938, Cotteswold has a successful history spanning over 80 years and is now the largest independent family owned Dairy in the UK.

Working as part of a busy HR Team at the Head Office in Tewkesbury, supporting 350 employees across 5 sites, this dynamic role will involve supporting Managers with employee relations issues, alongside administration for the department, and involvement in projects.

Day to day, your role will include:

- Proactively responding to queries from Managers and Employees
- Managing all aspects of the Recruitment process, from placing adverts to interviewing, producing offer packs, obtaining references and collecting proof of right to work
- Providing administrative support in relation to all HR activities
- Supporting Managers with employee relations issues, including; disciplinaries, grievances, sickness absence & performance management

We are looking for someone with a solid grounding in HR and Recruitment, ideally qualified to CIPD level 5, who is proactive and ready to embrace a new challenge. You will have excellent organisational and time management skills, coupled with strong problem solving skills and an eye for detail.

In the role you will be supported and encouraged to maintain your professional development, with training and development opportunities, in addition to a range of benefits including:

- Online employee benefits platform
- 30 days holiday inclusive of Bank Holidays
- Group Personal Pension Scheme – 4% Employer contribution
- On-site tuck shop – which donates the proceeds to charity!
- Cycle to Work Scheme
- Refer a Friend Scheme – potentially receive £250
- Employee shop – discounted products and potential free delivery
- Free car parking

If you have a passion for delivering an excellent people service, and feel you meet the criteria on the accompanying Job Description we want to hear from you!

For an informal discussion about the role, please contact Michelle Allen, HR Officer on 01684 298959.

To find out more and to apply please email [michelleallen@cotteswold-dairy.co.uk](mailto:michelleallen@cotteswold-dairy.co.uk).

<b>Job Title:</b>	HR Assistant
<b>Department:</b>	Human Resources
<b>Base Location:</b>	Tewkesbury
<b>Hours:</b>	40 hours per week
<b>Relationships:</b>	All Departments, Managers, Employees, Candidates
<b>Responsible to:</b>	HR Officer
<b>Responsible for:</b>	None

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## **JOB DESCRIPTION**

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### **Team Cotteswold:**

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### **The Team Cotteswold Vision:**

A well-managed business, with controlled profitable growth, that has an excellent reputation and is recognised as a place of opportunity where people are motivated to work.

### **Overview:**

To assist in the delivery of an effective HR service, through the provision of responsive administration activities and providing first line advice and guidance to managers and employees. The HR Assistant will play a pivotal role in ensuring the delivery of a range of projects in line with the HR Strategy and ensure a first class service.

### **Main Duties & Responsibilities:**

- Managing all aspects of the Recruitment process, from placing adverts to interviewing, producing offer packs, obtaining references and collecting proof of right to work
- Completing Company inductions for all new employees & ensuring probation paperwork is completed.
- Providing administrative support in relation to all HR activities
- Providing information and advice in a consistent and efficient manner covering all HR policies and procedures.
- Supporting Managers with employee relations issues, including; disciplinaries, grievances, sickness absence & performance management

- Maintaining the HR database and producing reports, to ensure personnel information is kept updated
- Promoting and administering employee benefits
- Assisting with sourcing and delivering training e.g. customer service training
- Take an active role in the implementation of new policies
- Actively contribute ideas for continuous improvement

**Skills (Essential):**

- CIPD Level 5 in HR Management or demonstrable HR experience at the same level.
- Possess excellent communication and interpersonal skills, with the ability to liaise with people at all levels (including senior managers)
- Excellent organisational skills with the ability to prioritise a busy workload and work to tight deadlines
- Proven ability to build relationships with stakeholders
- Strong generalist HR experience
- Possess up-to-date Employment Law knowledge
- A self-starter with the ability to use own initiative and adopt a pro-active approach
- Competent with Word and Excel packages.
- Ability to work as part of a team, sharing ideas and clear communication
- Committed to providing excellent customer service

**Skills (Desirable):**

- Experience of working within a multi-site organisation