

HR Advisor

Full Time (40 hours per week), Permanent

£25,000 - £27,000 per annum

Travel required to other Depots

An exciting opportunity has arisen for a motivated HR Advisor to join the HR Team at Cotteswold Dairy, supporting 350 employees across 5 sites in the UK. This generalist role will support the delivery of an effective HR service through the provision of responsive administration activities, and providing advice and guidance to employees and managers on a range of HR issues. The HR Advisor will also play a pivotal role in delivering a range of projects in line with the HR Strategy ensuring a first class service.

This busy and varied role will include:

- Providing information and advice in a consistent and efficient manner and in line with legal requirements with specific responsibility in providing HR support to allocated Depots;
- Supporting Managers with employee relations issues, including; disciplinaries, grievances, sickness absence & performance management;
- Working closely with the Payroll Department, ensuring appropriate paperwork is shared in a timely manner, resolving contractual HR issues;
- Advising Managers on recruitment strategies: reviewing roles as vacancies arise, developing job descriptions and providing support in the recruitment process when required;

We are looking for someone with a solid grounding in HR and Recruitment, 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
- Free car parking
- Employee shop – discounted products and potential free delivery

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 Clare Rimell in HR on 01684 298959.

To find out more and to apply please email hr@cotteswold-dairy.co.uk.

Cotteswold Dairy

Job Title:	HR Advisor
Department:	Human Resources
Base Location:	Tewkesbury, with travel to other Depots
Hours:	40 hours per week
Relationships:	All Departments, Managers, Employees, External bodies
Responsible to:	HR Manager
Responsible for:	None

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.

JOB DESCRIPTION

Overview:

A generalist role within the HR team, ensuring the delivery of an effective HR service through the provision of responsive administration activities, and providing advice and guidance to employees and managers on a range of HR issues. The HR Advisor will also play a pivotal role in delivering a range of projects in line with the HR Strategy ensuring a first class service.

Main Duties & Responsibilities:

EMPLOYEE RELATIONS

- Providing information and advice in a consistent and efficient manner and in line with legal requirements with specific responsibility in providing HR support to allocated Depots;
- Supporting Managers with employee relations issues, including; disciplinarys, grievances, sickness absence & performance management;
- Coaching Managers to develop their people management skills to enable them to deal with more complex matters over time;

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- Managing staff relationships, responding to any queries or problems that they might have and managing their expectations appropriately;
- Providing advice and guidance on any work reviews and change processes;
- Carry out Exit Interviews when required and provide feedback to appropriate parties;

ADMINISTRATION

- Working closely with the Payroll Department, ensuring appropriate paperwork is shared in a timely manner, resolving contractual HR issues and maintaining a positive and professional relationship between the departments;
- Advising Managers on recruitment strategies: reviewing roles as vacancies arise, developing job descriptions and providing support in the recruitment process when required;
- Working with the HR Administrator in supporting the recruitment administration, checking starter documentation and taking ownership for processing leavers;
- Undertaking appropriate departmental administration;
- Assisting with sourcing and delivering training e.g. customer service training, disciplinary training;
- Completing Company inductions for all new employees, owning HR's section;
- Working with the HR Administrator in updating and maintaining the HR database, producing reports, etc.
- Assume an active role in promoting employee benefits;
- Represent Cotteswold Dairy at identified events, including work with local schools and Jobs Fairs;

STRATEGIC

- Ensure the delivery of allocated people projects within the HR Strategy;
- Take an active role in the development and implementation of new policies ensuring they are in line with employment legislation;
- Evaluate the performance of people initiatives and work with the HR Manager to develop ongoing strategies;
- Analysis of HR information, conducting research and providing reports as appropriate;
- Actively contribute ideas for continuous improvement and development within the HR service;

Skills and Attributes

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

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- 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

Desirable:

- Project Management experience
- Experience of working within a multi-site organisation