

HR Advisor- Corby

Maternity Cover



An exciting new opportunity has arisen at Advanced Supply Chain for the position of HR Advisor to join our team at the Corby site for up to 12-month fixed term contract commencing from mid-late August 2017.

Advanced Supply Chain are currently recruiting for a HR Advisor to join our team at our Corby site on a Fixed Term Maternity Cover. The successful candidate will receive a competitive salary.

Here at Advanced Supply Chain we supply our customers with end-to-end supply chain solutions from multiple UK locations. We live and breathe our values by being innovative and agile in everything we do, operating our business with respect, investing in our people and putting the customer 1st whilst ensuring quality is embedded in everything we do.

Key tasks

- To deliver a professional administration service to the site
- To work closely with HRBP and Payroll in ensuring all administrative aspects are managed efficiently and professionally
- To be responsible for all HR processes - new starter documentation leaver documentation, employee transfers, change of terms and conditions, disciplinary and grievance, pensions etc...
- To provide general confidential administration support to the HRBP as required
- To provide guidance and counsel for all members of staff on the full range of HR issues under the guidance of the HRBP
- To build and maintain excellent relationships with employees at all levels
- To process absence notifications, medical notes and other administration relating to employee absence
- To manage the return to work process following any period of absence
- To ensure all staffing requirements are met on a daily basis
- To ensure Time & Attendance / Payroll systems are managed on a daily basis
- To be first contact for employees/visitors entering the HR department dealing with enquires in a professional and efficient manner
- To respond to basic queries regarding reference requests, DSS information, mortgages and attachments of earnings queries
- To support the site communication initiatives, control notice boards, recognition bulletins, staff engagement. To ensure that all information is up to date
- Coordinating the recruitment and selection process for specified vacancies

Must have:

- Good organisation and communication skills
- Must have previous HR administration experience
- Must have excellent Microsoft skills
- Must have knowledge of time and attendance
- Minimum level 3 CIPD qualification

To apply for this position please send your cover letter, CV and current salary details/expectations by email to: Robin Beresford HR Business Partner robin.beresford@advancedsupplychain.com. Closing date will be **4th July 2017**. For more information about our Company visit our website at: www.advancedsupplychain.com

Created 13.06.17

Posted 04.07.17

Job Description

Job Title	HR Advisor (Maternity Cover)		
Department	HR		
Location	Corby		
Reports To	HR Business Partner	Date Prepared:	13.06.17
Direct Reports/Subordinates: None			
Key Relationships:			
Internally: Functional Heads, Finance, HR, all employees at site, Operations management, Payroll			
Externally: Recruitment agencies, local training providers			
Main Purpose of Role			
To deliver an operational HR service to the Corby site including: the maintenance of HR systems; payroll input & liaison with payroll; reporting on site HR statistics; recruitment activity; managing agency contacts and all associated administration. Raising Purchase requisitions and reconciling against manning costs. To work closely with the HR team across the Group and Central Payroll team.			
Issue and Communicate Staffing List and analysis actual daily performance vs plan.			
Key Tasks & Accountabilities:			
<ul style="list-style-type: none"> • Deliver a professional HR administration and advisory service to site and supporting the HRBP (Recruit to retire) • Completion of required administration for the management and maintenance of site needs including :- New Starter documentation, Leaver documentation, employee transfers, Changes of terms and conditions, Disciplinary & Grievance, Pensions etc • Provide general confidential administration support to the HR BP and Site Management team as required • Update daily the wage and time and attendance system for the site, and directly liaises with Payroll on employee payment issues. • Update and maintains the accuracy of the HRIS employee records for the site. • Utilises the HRIS to provide data re banked hours, holidays etc. • Update Site Skill Matrix and ensure accurate Training records are maintained, and match the matrix. • Providing guidance and counsel for all members of staff on the full range of HR issues. • Building and maintaining excellent relationships with employees at all levels • Process absence notifications, medical notes and other administration relating to employee absence. Ensure that absence across the site is within Company targets • Ensure the site complies with HR best practice and statutory compliance as a minimum • Manage the Return to Work process following any period of absence • Ensure all staffing requirements are met on a daily basis • Be the first contact for employees/ visitors entering the HR department dealing with enquiries in a professional and efficient manner 			

- Respond to basic queries regarding reference requests, DSS info, mortgage and attachment of earnings queries
- Support site communication initiatives, control notice boards, recognition bulletins, staff engagement. Ensuring that all information is up to date.
- Responsibility for liaising with Security regarding visitors
- Responsible for the co ordination of the Colleague of the month / weekly meetings, including procedures, write ups, photographs, issuing certificates and vouchers
- Coordinating the recruitment and selection process for all vacancies
- Contribute to ad hoc projects as part of the HR Team

Person Specification:

Behaviours:	<ul style="list-style-type: none"> • Is driven to deliver • Organised, methodical and disciplined • 6 Values
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • The ability to be organised and accurate while working in a busy environment. • Excellent communication skills, ensuring you can communicate with all levels in a professional manner • Ability to make decisions and to use your own initiative • Experience of Payroll In put preparation • Experience of HRIS & T&A Systems
	<p>Preferred:</p> <ul style="list-style-type: none"> • Excellent administration skills • Ability to identify root causes and resource permanent solutions
Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Experience as HR Advisor • Payroll Impute processing experience • Experience of a busy HR administration service
	<p>Preferred:</p> <ul style="list-style-type: none"> • Awareness understanding of Purchase Requisitions processing and reconciliation • Analysis of manning performance reporting
IT Skills & knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Comprehensive Knowledge of time and attendance & HRIS • Advanced skills in Microsoft Excel • Good skills in all other Microsoft programmes
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Certificate in HR Admin or Certificate in Personnel Practice level 3
	<p>Preferred:</p> <ul style="list-style-type: none"> • Level 5 CIPD
Potential Career Progression	<p>Possible next role/s.</p> <ul style="list-style-type: none"> • HR Business Partner