JOB DESCRIPTION

JOB TITLE:
Group HR Advisor

RESPONSIBLE TO:
Senior Group HR Advisor

JOB PURPOSE:
The Group HR Advisor provides professional and proactive HR support across all Companies within the Group. This role requires a strong understanding of employment law, employee relations, and HR processes, with a focus on promoting a positive workplace environment and ensuring compliance with regulatory requirements.

RESPONSIBILITIES

Employee Relations

- Advise and support managers on all employee relations issues, including disciplinary, grievance, performance management, and absence management cases.
- Ensure fair, consistent, and legally compliant handling of HR matters across the Group.
- Conduct investigations and support hearings as required.
- Take minutes at meetings as required.
- Promote a positive and inclusive workplace culture, addressing HR matters in a timely and professional manner.

HR Policy & Compliance

- Interpret and apply HR policies and procedures consistently across the Group.
- Develop, review, update, and implement HR policies in line with current employment legislation and best practice.
- Ensure compliance with employment law, data protection, and equality standards, and maintain accurate records.
- Monitor changes in employment law and recommended updates to company policies and procedures accordingly.
- Advise managers on legal requirements and best practices.

Recruitment, Onboarding & Employee Lifecycle

- Support managers with end-to-end recruitment, including job descriptions, advertising, shortlisting, interviews, and offers.
- Processing of all new starts, contractual changes, and leavers.

- Coordinate onboarding processes to ensure smooth integration of new employees.
- Support managers with monthly probationary reviews.
- Support managers throughout the lifecycle of apprentices.

Performance & Development

- Support managers and provide guidance with performance appraisals, performance reviews, development plans, and succession planning.
- Help identify training needs and coordinate learning initiatives and advise managers on training agreements when required.

HR Reporting & Systems

- Maintain accurate HR records and ensure consistency across HR systems.
- Prepare regular and ad hoc HR reports, data analysis and presentations.
- Assist with providing information for client questionnaires.

General HR Duties

- Lead and support the implementation of Group-wide HR projects and initiatives.
- Be the first point of contact for any HR related queries from employees, managers and external stakeholders.
- Attend Career Fairs as required.
- Organise and attend HR related events.
- Prepare and issue HR related communications to employees.
- Monitor and ensure driver checks are completed annually.
- Any other duties as requested.

HSE ROLES AND RESPONSIBILITIES:

- Must look after their own health and safety and that of others who may be affected by their behaviour.
- Must co-operate with Forsyths to enable the company's Health, Safety and Environmental responsibilities to be carried out.
- Ensure that they carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- Must report and correct (where possible) any accident, environmental incident, near-miss, dangerous occurrence or dangerous condition to their line management.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored appropriately after use.
- Ensure that all safety equipment eg machine guards, and personal protective clothing/equipment provided are used.
- Must attend training and health surveillance as required.

- Must not operate any plant or equipment unless authorised.
- Must avoid improvised arrangements and suggest safe ways of eliminating hazards.

PERSON SPECIFICATION:

Key Skills & Competencies:

- Strong knowledge of employment law and HR best practices, with a solid understanding of GDPR requirements.
- Excellent communication and interpersonal skills with strong customer service focus and a positive attitude.
- Ability to build trusted relationships with managers and employees.
- Confidence to advise managers on a range of complex and sensitive matters.
- Strong problem-solving skills and the ability to handle sensitive situations with discretion and integrity.
- Excellent attention to detail and accuracy in managing HR documents and data.
- Strong organisational skills to handle multiple tasks and prioritise work effectively.
- Proficient in HRIS systems and Microsoft Office Suite.
- Ability to handle sensitive and confidential information with discretion and maintain confidentiality.
- Ability to work independently and collaboratively in a team environment.
- Continuous learning mindset to stay updated with HR practices and regulations.

Qualifications & Experience:

- CIPD Level 3 qualification (or working towards) preferred.
- Minimum 3 years' experience in a generalist HR role.
- Experience supporting multiple sites or Group Companies desirable.

ACKNOWLEDGEMENT:

Signature: _____

Name:

Date: