

Discovermore

HR Advisor

Department: HR & OD

Hours per week: 37.5

Basis: Permanent

Job Purpose

To provide support to managers with recruitment, development, management and retention of our people.

Key Responsibilities

- Act as first point of contact for managers seeking HR advice
- Coach and support managers through HR processes (absence management, performance, disciplinary and grievance procedures)
- Create the tools to upskill line managers and increase confidence and competence
- Support HR business partners with correspondence as required
- In periods of high recruitment activity, support creation of offers and contracts
- Become the internal specialist on DiscoverAT (Sage People) system
- Work across the business areas as needed in support of key processes; pay review, performance calibration, employee engagement action planning; talent mapping
- Optimise processes and offer suggestions for streamlining and automation

Knowledge, Experience & Skills Required

- Experience of working in a similar role providing first line HR advice and managing ER cases
- Resilient and flexible to changing priorities
- Comfortable working with stakeholders at all levels and able to build strong relationships whilst delivering a first class service
- Part or full CIPD qualified

If you are interested in this role, a job statement for this role is available on request.

Please send all applications to:
careers@allergytherapeutics.com

**Allergy
Therapeutics**