

Job Description & Person Specification

Job Title: HR & People Advisor

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| Geography: Altrincham | Department: Marketing & People |
| Reports to: UK HR & Global Internal Comms Manager | |
| <p>Overview:</p> <p>We have an exciting opportunity for passionate individuals to join our team as an HR Advisor at Norican. In this role, you'll play a crucial part in making Norican a fantastic place to work by supporting our colleagues and line managers in navigating HR processes and implementing initiatives that align with our core principles.</p> <p>We are proud to have recently been shortlisted for the 2024 CIPD 'Best Change Management Initiative' award for our 2023 people transformation. However, our mission doesn't end there; we are committed to continually evolving and reviewing our people practices to be a great place to work for years to come.</p> <p>Key Responsibilities:</p> <p>Self-Service HR Processes: Introduce lean procedures to enable colleagues and line managers to manage HR processes independently.</p> <p>Employee Relations: Handle employee relations cases in line with UK employment law, ensuring fair and consistent application of policies and procedures.</p> <p>Digitization: Drive the digitization of HR processes to enhance user experience and transparency with our HRIS (IRIS Cascade)</p> <p>Support and Upskill: Provide guidance and training to line managers on best practice HR processes and procedures.</p> <p>Administration: Oversee the administration of HR processes and procedures including company benefits.</p> <p>Employee Engagement: Drive engagement through our communications channels and co-ordinating our regular team events</p> <p>Continuous Improvement: Promote a culture of continuous improvement within Norican.</p> <p>Project Support: Contribute to various projects aimed at enhancing the workplace environment.</p> <p>Compliance: Ensure compliance with employment legislation and GDPR through the management of the annual UK HR audit.</p> | |
| <p>Key Tasks:</p> <ul style="list-style-type: none"> • Introduce lean procedures to enable colleagues and line managers to manage HR processes independently. | |

- Develop and maintain upskilling manager training and toolkits for self-service HR tasks.
- Handle employee relations cases in line with UK employment law, ensuring fair and consistent application of policies and procedures.
- Provide advice and support to managers and employees on employee relations issues
- Drive the digitization of HR processes to enhance user experience and transparency using our HRIS (IRIS Cascade).
- Provide guidance and training to line managers on best practice HR processes and procedures.
- Oversee the administration of HR processes and procedures, including company benefits.
- Ensure all HR records are accurate, up-to-date, and compliant with company policies.
- Drive engagement through our communication channels and coordinate our regular team events.
- Promote a culture of continuous improvement within Norican.
- Identify opportunities for improvement in HR processes and implement initiatives to enhance efficiency and effectiveness.
- Contribute to various projects aimed at making Norican a great place to work.
- Ensure compliance with employment legislation and GDPR through the management of the annual UK HR audit.
- Regularly review and update HR policies and procedures to ensure legal compliance

Personal Characteristics:

- Attention to detail
- Team player who is a natural collaborator
- Passionate about continuous improvement
- Strong communication and influencing skills
- Proactive and self-motivated
- Ability to handle sensitive and confidential issues in a professional manner
- Demonstrate initiative and the ability to solve problems with minimal supervision.

Professional experience & background:

- Experience of working in a similar role
- Significant experience of working with IT systems, including Microsoft Office and database systems.
- Experience with coaching and guiding line managers