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| **Job Title** | HR, Recruitment and Training Support |
| **Department** | People Team |
| **Business unit** | Restore Technology |
| **Location** | Cardington – hybrid working |
| **Hours Per Week/days** | 37.5 hours |
| **Reports to (direct)** | Head of HR |

###### MAIN PURPOSE OF JOB

To work in partnership with Head of HR for Lifecycle Services, and key business stakeholders to help shape, develop and deliver people plans and solutions in line with the needs and priorities of the business unit. To work collaboratively with the team on specific people projects and initiatives.

###### KEY ACCOUNTABILITIES

* Provide sound and practical advice and support to People Leaders in dealing with employee relations cases.
* Working in partnership with People Leaders to effectively complete high-quality investigations, hold disciplinary hearings, attending as HR support and take minutes. Coach and advise to resolve issues effectively and bring each case to an appropriate conclusion, working within company and legal guidelines.
* Complete analysis and proactively support the management of sickness absences within the business unit ensuring consistency and that all long-term sickness cases are brought to a satisfactory conclusion in a timely manner. Engage Occupational Health support as required.
* Lead the ongoing administration of monthly colleague long service awards within the business unit.
* Guide and support People Leaders through the performance management process and ensure consistency, approach, and outcomes.
* Provide support and ongoing training to our people leaders to embed the learning from the ‘Leading at Restore’ and ‘Effective Leadership Skills’ training programmes.
* Take the lead in driving the ‘Social’ element of our ESG agenda, working with stakeholders within the central team and key contacts within the business unit to develop, document and implement initiatives to achieve our social sustainability goals, through responsible company practices.
* Working with RBP’s within the wider business units and supporting our People Leaders with raising requisitions in ePloy, progressing requests throughout the recruitment process, screening and shortlist candidates, arranging interviews, sourcing the right candidates for roles and working with People Services to facilitate a smooth onboarding experience into the business unit.
* Undertake any allocated or ad hoc People projects given to you or in conjunction with the Head of HR.
* Work in partnership with people leaders to manage the relationship between People Services and the business unit by providing practical support where required and making sure ADP is accurately updated.

**SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED**

* CIPD Level 5 desirable (or equivalent experience).
* Able to successfully demonstrate evidence of understanding and working with employment relations issues.
* Recruitment
* Excellent coaching skills, especially around the ability to give and receive challenging feedback and be resilient.
* Exceptional communicator with the ability to relay complex data or messages, simply and concisely both in written and verbal formats.
* Experience in supporting, coaching and training people leaders in a 1:1 & group setting, in line with company policies and legal guidelines.
* Excellent planning and organisational skills.
* Strong attention to detail and accuracy.
* Willingness to support ‘people’ programmes and initiatives.
* Proactive and energetic, with a drive to implement company initiatives and resolve issues with pace.
* Excellent Microsoft IT skills.

\*\*\* The above is not an exhaustive list but an outline of key responsibilities. All Restore employees need to be aware that they may be asked to perform tasks and be given responsibilities as reasonably requested.

**COMPLIANCE RESPONSIBILITIES**

* Adhere to all Company Policies and Procedures contained in the Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.
* Report any Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery incidents to your supervisor/manager.

Managers are responsible for training staff on Company Policies and Procedures contained in Health & Safety, Quality, Information Security, Environmental and Business Continuity & Disaster Recovery Management Systems.

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| **APPROVALS:**  **Manager**  Name: ………………………………………………...  Signature:……………………………………  Date:…………………………………………… | **Post Holder**  Name: ……………………………..………………………..  Signature:…………………………………………  Date:……………………………………………… |

**NB. The Company reserve the right to amend or update this job description as the demands of the business develop.**