

HR Officer

DEPARTMENT: Human Resources

ABOUT THE ROLE:

Numatic International is proud to manufacture and deliver an extensive range of professional, practical, and reliable cleaning equipment, designed, engineered, and made right here at our site in Chard, Somerset in the South West of the UK. Known widely for the iconic Henry and Hetty vacuum cleaner range, we have exciting growth and expansion plans for the future, so there has never been a better time to come and join our team and be part of our growth journey.

As an HR Officer you will work in collaboration with a strong team of HR professionals and be responsible for providing first line advice and guidance to employees and managers on personnel related issues, ensuring consistency with internal policies and processes, to establish a positive culture for employees.

The role will be hands-on across all levels within the organisation, and in addition you will be responsible for assisting in the development and implementation of a compelling HR strategy for the organisation to meet the future people needs of the business.

RESPONSIBILITIES AND DUTIES:

- Using expertise, provide HR advice and guidance to employees and managers on HR matters, supporting managers in dealing with difficult casework, performance, attendance, and employee relations issues.
- Identify HR priorities from corporate and departmental plans, translating business requirements into effective HR practices and delivering people solutions aligned to business objectives.
- Arrange and support line managers with informal and formal meetings and hearings, ensuring all paperwork is accurate.
- Support Resourcing, Learning and Development and Wellbeing with projects and improvement ideas.
- Maintain records and analyse statistics to ensure compliance.
- Maintain a clear understanding and provide up to date knowledge of the legal framework within which HR operates, supporting the development of HR policies in line with current legislation and keeping abreast of best practice.
- Provide an efficient and effective response to compliance issues that arise.
- Analyse and report HR information and help drive HR strategy.
- Maintain good relations (informal and formal) with the recognised trade union.
- Deliver cost effective, high value solutions in line with business requirements.

ABOUT YOU:

- Knowledge and qualification in vocational or specialist field relating to HR or relevant knowledge through work experience. (NVQ level 4 equivalent).
- Desirable; CIPD level 5 equivalent.
- Experience of managing and improving employee relations with conflict and sensitive issues.
- Excellent all round communications skills, particularly ability to communicate clearly to a range of audiences.
- Ability to work in a team with a positive, problem solving approach.
- Ability to work on own initiative with a flexible and adaptable approach.
- Strong prioritisation skills with ability to manage conflicting demands.
- Strong IT skills, including Word, Outlook, Teams, Excel, and PowerPoint.

SALARY: £34,000 – 39,000 p.a DOE

Closing Date: 13/11/2023

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk