

HR Generalist Role Profile

Reports to: HR Manager

Location: Leeds, LS12 6BH United Kingdom

Job Purpose: **Site responsibility for delivering first line advisory support service to a workforce of over 170 employees.**

Provide guidance to managers to enable effective delivery of strategic HR initiatives and manage day to day transactional activities alongside systems work. Proactively support managers and employees with best practice HR advice to deliver a high performing workforce. Manage people related projects and the performance process.

Responsibilities:

- **Recruitment & Selection:** Support recruitment specialists with the selection of candidates and ensure offer letters / contracts / reference checks are completed. Manage local recruitment & selection processes if required and support managers to recruit talent. Ensure strong employee experience in relation to onboarding processes.
- **HR policy and procedure:** Ensure group HR policies are updated and circulated as required across the business. Make proactive suggestions in relation to developing robust systems and ways of working.
- **Employee Relations:** Manage ER issues, escalating as necessary. Maintain employment law knowledge and keep abreast of legislation changes. Support and coach managers to ensure effective management of ER cases and issues.
- **Welfare – Proactively** manage and develop the absence management process. Guide and train managers. Ensure interventions such as Occupational Health are managed in collaboration with HSE.
- **Engagement** -Identify and manage workforce engagement opportunities, support UK and Global initiatives.
- **Learning & Performance** – Work with managers to identify learning and development needs and solutions across the site. Ensure culture of performance management embedded on site
- **Charity Committee** – Actively participate in the local charity committee, coordinate meetings and champion its purpose.
- **HR System Management:** Act as a HR system super user and ensure data is accurate up to date and GDPR compliant.
- **Research and Data Collection:** Produce annual and ad hoc reports to support strategic business operations, such as diversity, gender pay gap, salary comparisons.
- **Travel:** visit Rotork sites as required to provide HR support to the business.
- **Project Work:** supporting strategic initiatives.
- **Payroll:** Act as a payroll conduit between the local site and Group for the Monthly payroll.

Candidate Specification:

Technical Competencies

- Professional Qualifications: CIPD Qualification level 5 minimum
- Experience: HR generalist experience of at least 2 years including demonstrable experience of supporting and delivering organization design and change programmes. High level of Employment Law knowledge and experience managing complex cases. Ability to influence and challenge key stakeholders in business partnering settings. Good level of GDPR knowledge and principles.
- IT proficient: Sharepoint, Microsoft Office, HRIS
- Experience of HRIS
- Travel: Be flexible, willing and able to travel.

Behavioural Competencies

- Communication: clear written and verbal communication, presents information in well structure and logical manner
- Working with People: demonstrates a positive and flexible attitude. Listens, consults and communications proactively.
- Relationship Building: establishes productive relationships, comfortable working with people at all levels.
- Results Orientated: works in a systematic and methodical way, uses initiative, outcome focused, works productively in a pressure environment.
- Organisational Skills: manages time effectively to meet deadlines.
- Adapting and Responding to Change: adapts to changing circumstances and adapts style to suit different people / situations.
- Accountability and Ownership: able and willing to take ownership, responsibility and accountability for own work.
- Professionalism: acts professionally at all times, honest and trustworthy. Comfortable handling confidential and sensitive information.
- Drive and Energy: motivated to seek new knowledge, enjoys continuous learning and looks for opportunities to continuously improve performance. Possess a 'can do will do' attitude.

Salary and Benefits

Basic Salary	Competitive
Bonus	Up to 15% performance based subject to scheme rules
Pension	Matched to 9%
Annual Leave	25 days plus 8 days public holidays plus purchase option
Shares	Save As You Earn
Other	AVIVA Healthcare Income Protection Cycle to Work scheme

Prepared: April 2019 (Revised July 2020)