



Human Resources Advisor Swindon

The Hills Group has an excellent opportunity for an experienced Human Resources Advisor to work with our Waste Solutions and Municipal Collections division at an exciting time in their growth. This is a new role, working as part of the wider HR Team. It will be based at our County Park office in Swindon; however, there will be a requirement to travel to our operational sites across Wiltshire.

About the role

- You will be responsible for advising managers and employees on all aspects of employment relations such as absence management, disciplinary and grievances
- Working closely with managers offering guidance and support and ensuring compliance with HR policy and procedures
- Review your own case work, analysing and identifying behaviour trends
- Attend operational meetings with key stakeholders providing HR feedback and progress relating to ongoing case management and projects
- Provide HR support on a variety of organisational and people related projects
- Reporting directly to the HR Manager you will also work closely with the wider HR team
- You will be required to travel to our sites across Wiltshire (business mileage paid)

About you

- Proven experience in a HR generalist role which includes providing expert advice and dealing with matters in a timely manner
- Excellent communication skills across all levels of the organisation
- Multi-site experience
- Confident working independently and autonomously when providing advice with a resilient and flexible approach
- Be system orientated and proficient in the use of Microsoft packages
- Demonstrate a proactive approach and be solution orientated
- CIPD qualified (Level 5) desirable

About us

- Salary up to £36,000 with discretionary annual bonus (dependent of company performance)
- 25 days annual leave plus bank holiday (service accrual to 28 days)
- Annual leave trading (buy and sell)
- SimplyHealth healthcare maintenance cash plan
- Employee assistance program
- Free onsite car parking
- Onsite Lounge with free refreshments
- Auto enrollment pension scheme 4% company contribution, 4 % employee contribution with the option to increase own contribution
- Cycle to work
- Retail / High Street discounts

The successful candidate should have a full driving licence and their own vehicle as site visits are essential to the role, business mileage is paid for as business expenses. An interest or experience in learning and development would be an advantage.

Please email your CV to join@hills-group.co.uk quoting the relevant Vacancy Reference HGL1359.

Interview dates are scheduled for Friday 15 and Monday 18 October 2021. However, there is flexibility outside of these dates.

The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk