



**HR Advisor (F/T or P/T)**  
**Manchester**  
**£ Competitive**

An exciting opportunity has become available for an experienced HR practitioner to join our modern plant bakery in Manchester as the site expands due to growth in business.

You will work as part of the HR Team and directly with the Site Manager to identify, formulate and deliver progressive HR initiatives; working in partnership with Managers and staff and covering areas such as Performance Management, Recruitment and Selection, Training and Development, Policy Development, Occupational Health, Employee Relations and Equality and Diversity.

You will have a minimum of 3 years experience in a similar role (preferably with some experience in Manufacturing and in a unionised workplace). You should possess or be working towards your CIPD qualification, have a good working knowledge of employment law and legislation with excellent communication and organisational skills. Meeting deadlines and the ability to work under pressure and confidentially is essential.

You must have a "can do" attitude, a good working knowledge of Microsoft applications and be able to supervise training administration, ideally experienced in delivering in-house training programmes too.

For an informal discussion please call Jo Cox, HR Manager on 01295 227600.



## **JOB DESCRIPTION**

**POST:** HR ADVISOR, MANCHESTER

**RESPONSIBLE TO :** HR MANAGER/SITE MANAGER - MANCHESTER

**STAFF SUPERVISION:** None

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### **PURPOSE OF JOB**

- To assist the HR Manager/Site Manager - Manchester in providing a comprehensive HR service
- To deliver effective HR support to both employees and managers
- To assist with the development of HR strategies

### **DUTIES**

1. To provide effective guidance and support on a range of human resource matters to enable managers and employees to deal effectively with the issues involved, taking account of legislation, codes of practice and Company policies and procedures.
2. To provide an effective advisory and support service on sickness absence management and occupational health matters.
3. To assist the HR Manager in developing HR Strategies and reviewing policies and procedures, updating and preparing new policies as necessary to meet changing needs and maintain compliance with legislation.
4. To develop and run an efficient recruitment and selection service ensuring that recruitment procedures are regularly monitored, reviewed and updated as appropriate.
5. To ensure that all employees are provided with contracts of employment and that employees receive copies of any changes.
6. To assist in the development of a Training and Development Strategy and where appropriate deliver/procure in-house training.
7. To establish relationships with training and development providers and monitor and evaluate the effectiveness of training.
8. To contribute to the development of communications strategies and to seek to maximise employee involvement, commitment and participation in the workplace attending union consultation meetings as necessary.
9. To liaise with Payroll on matters effecting terms and conditions, policy development and pay issues.

10. To produce HR reports and set and measure KPI's.
11. To carry out the above duties in accordance with the Company's Health and Safety Policy.
12. To undertake any other duties as required.
13. To act in a positive and supportive manner at all times projecting a positive image of Fine Lady Bakeries.