

Job Title: Senior Human Resources Officer
Company: Willis Aviation Services Limited
Location: Teesside, UK
Department: Human Resources
Reports to: HR Director

Summary:

You will be a key member of the HR Team based at our Teesside facility where you will be responsible for the provision of HR support onsite and will be able to balance and prioritise a significant workload including volume recruitment, employee relations casework, systems and maintenance and the provision of management information. You will be an exceptional HR generalist who is accustomed to a challenging environment, ideally with at least 5 years previous experience.

In this varied role the Senior HR Officer will function as the point of contact for all human resourcing matters for the Teesside site. The post holder will provide effective and clear guidance to managers in relation to HR matters and will also manage aspects of monthly payroll, managing the HR systems, advising managers on recruitment procedures providing assistance and guidance to support every aspect of an individual's employment. The Senior HR Officer is a varied role providing advice on employment matters to all levels of staff to ensure confidentiality and integrity of all HR policies and processes.

You will be able to work both independently and collaboratively to deliver the complete HR service for the business. You will be a good communicator, have an excellent eye for detail, and have a proven history of developing effective professional working relationships with all levels of staff and be willing to undertake professional development and training.

Responsibilities:

- Maintaining a clear understanding and providing up to date knowledge of the legal framework within which HR operates, developing HR policies in line with current legislation and keeping abreast of modern HR procedures and best practice.
- Delivering key HR initiatives across the HR spectrum, including workforce planning, restructuring, resourcing, talent management, pay and reward, employee relations, employee engagement and performance management.
- Assisting the HRD with commissioning services, projects or activity that supports the delivery of HR and departmental strategies and objectives; collaborating with managers to ensure that services meet business needs and are delivered to agreed standards and timescales.
- Provide expert HR advice to line managers on all human resource issues i.e., management of staff, conflict situations, remuneration, recruitment etc.
- To ensure effective DEI initiatives are implemented and regularly reviewed to promote equality and diversity as part of the culture of the organisation.
- Manage the recruitment process from beginning to end in line with agreed budget, complete recruitment requirements in a timely manner.
- Support and guide management in ensuring that any substandard performance issues are addressed promptly, documented adequately, and followed through to a satisfactory and confidential resolution.
- Manage the monthly processing of payroll and benefit data to ensure accurate data is processed for the Teesside facility in coordination with our payroll provider to ensure staff are paid on time and correctly.
- To be the Level 1 user for the UKBA Sponsorship Management System for Willis – generation of certificates of sponsorship and ensuring UKBA immigration requirements are met.

- To consult with Occupational Health provider in relation to new starter health questionnaires, employee medicals and vaccination clinics.
- To assist the HR Team in obtaining a business Corporate Health Standard for the Teesside facility.
- Collaborating with the HRD in annually auditing the Employee Manual, policies, and processes to ensure compliance with employee law legislation for all sites.
- Manage system administration of the HR Databases to ensure up to date. and the records are accurate.
- Experience in all aspects of TUPE transfers.
- Yearly compliance reviews of documents and supporting the HR function in Audit requirements.
- Ensure the HR Department remains GDPR compliant by regularly reviewing our policies and updating the HR Data Register.
- To manage, review and deliver the induction process for new members of staff.
- To organize and coordinate internal and external training events as required by the business.
- To manage and monitor the appraisal/probationary period calendar to ensure timely completion and filing of related documentation. Escalation of any appraisal/probation related issues to the relevant manager.
- Provide reports and statistical information as required by the business e.g., turnover, Absence KPI's. Analyse the data and flag up trends, issues etc. and make recommendations on what actions to take (weekly/monthly)
- Participate in networking and training events as approved by the business.
- Manage the Terms of Reference and coordinate WASL's Sports & Social Committee.

Health and Safety

- Assist in the management/ monitoring of employee safety, welfare, wellness, and health.

Communication and Collaboration

Post holder must ensure that effective lines of communication and collaboration are maintained, including:

- Close communication and collaboration with the WASL Management Team and WAML Human Resources.

Travel/Misc:

- Occasionally required.

The Post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal Scheme.