



<b>Job Title:</b>	HR Advisor
<b>Department:</b>	Human Resources
<b>Base Location:</b>	Tewkesbury, with travel to other Depots
<b>Hours:</b>	40 hours per week
<b>Relationships:</b>	All Departments, Managers, Employees, External bodies
<b>Responsible to:</b>	HR Manager
<b>Responsible for:</b>	None

---

## JOB DESCRIPTION

Established in 1938, Cotteswold Dairy is one of the UK's leading independent, family-owned dairies. We support local farmers and communities by delivering the freshest, finest quality products and first class customer service.

### Team Cotteswold:

At Cotteswold Dairy we recognise that we will achieve far greater success working as a team, with empathetic people management and valuing each other, our staff and our customers.

The aim of 'Team Cotteswold' is to give a disciplined and determined effort to value everyone and everything and as a consequence make the Company the first preference for employees and customers alike over the long term.

### The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

### Overview:

A generalist role within the HR team, ensuring the delivery of an effective HR service providing advice and guidance to employees and managers on a range of HR issues and the provision of responsive administration activities. The HR Advisor will also play a pivotal role in delivering a range of projects in line with the HR Strategy, collecting and analysing data and reporting on department KPIs alongside the HR manager. Always ensuring a first class service.

Purveyors of **Quality Products** with **First Class Service**



## EMPLOYEE RELATIONS

- Providing information and advice in a consistent and efficient manner, to the management team and employees, in line with 'best practice' and legal requirements.
- Supporting Managers with employee relations issues, including; disciplinaries, grievances, sickness absence & performance management;
- Coaching Managers to develop their people management skills to enable them to deal with more complex matters over time;
- Managing staff relationships, responding to any queries or problems that they might have and managing their expectations appropriately;
- Providing advice and guidance on any work reviews and change processes;
- Provide support and advice across all Depots, with willingness to travel when required.
- Deputise for HR Manager as required

## ADMINISTRATION

- Working closely with the Payroll Department, ensuring appropriate paperwork is shared in a timely manner, resolving contractual HR issues and maintaining a positive and professional relationship between the departments;
- Working with the HR Coordinator in supporting the recruitment administration, checking starter documentation, onboarding and advising managers on recruitment strategies.
- Undertaking appropriate departmental administration; including contractual changes, taking ownership for processing leavers and any other ad hoc administration as required.
- Supporting the Learning and Development Coordinator with sourcing and delivering of training across the business.
- Working with the wider HR team in updating and maintaining the HR database, producing reports, analysing data and trends with feedback to management.
- Ensure policies and procedures are reviewed and kept up to date in line with employment legislation changes.
- Assume an active role in promoting employee benefits;
- Represent Cotteswold Dairy at identified events, including work with local schools and Jobs Fairs;

## STRATEGIC

- Ensure the delivery of allocated people projects within the HR Strategy;
- Take an active role in the development and implementation of new policies ensuring they are in line with employment legislation;

Purveyors of **Quality Products** with **First Class Service**



- Evaluate the performance of people initiatives and work with the HR Manager to develop ongoing strategies;
- Analysis of HR information, conducting research and providing reports as appropriate;
- Actively contribute ideas for continuous improvement and development within the HR service;

## **Skills and Attributes**

### **Essential:**

- CIPD Level 5 in HR Management or demonstrable HR experience at the same level.
- Possess excellent communication and interpersonal skills, with the ability to liaise with people at all levels (including senior managers)
- Excellent organisational skills with the ability to prioritise a busy workload and work to tight deadlines
- Proven ability to build relationships with stakeholders
- Strong generalist HR experience
- Possess up-to-date Employment Law knowledge
- A self-starter with the ability to use own initiative and adopt a pro-active approach
- Competent with Word and Excel packages.
- Ability to work as part of a team, sharing ideas and clear communication
- Committed to providing excellent customer service

### **Desirable:**

- Project Management experience
- Experience of working within a multi-site organisation
- HR systems experience

Purveyors of **Quality Products** with **First Class Service**