



Job Title:	HR Advisor
Department:	Human Resources
Base Location:	Tewkesbury, with travel to other Depots
Responsible to:	HR Manager

The Team Cotteswold Purpose:

Being at the heart of a responsible and sustainable dairy community

JOB DESCRIPTION

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.

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

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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;
- 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

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Cotteswold Dairy



- 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

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