

# Human Resources Advisor

**Job Title: Human Resources Advisor**

**Reports To: HR Manager**

**Location: Multi-Site (Warehousing & Office Locations), Surrey & Sussex**

**Job Purpose:** The Human Resources Advisor is responsible for providing comprehensive HR support across multiple warehouse sites, ensuring effective employee relations, compliance with employment law, and the promotion of inclusive employment practices. This role will support a diverse workforce, including both operational and office-based employees, and play a key role in managing employee relations cases and facilitating the supported employment of individuals with disabilities.

## **Key Responsibilities:**

### **1. Employee Relations (ER) Case Management:**

- Provide guidance and support to managers in handling ER matters, including disciplinary actions, grievances, absence management, and performance improvement.
- Monitor absence levels and provide advice to line managers. Support in conducting absence management meetings in line with policy.
- Conduct investigations, attend hearings, and ensure fair and legally compliant outcomes.
- Maintain accurate records of all ER cases and track trends to inform proactive HR interventions.

### **2. Workforce Support and Engagement:**

- Act as a point of contact for employees and managers, offering advice on HR policies, procedures, and best practices.
- Promote a positive working environment through effective engagement initiatives and employee feedback mechanisms.
- Support recruitment and retention activities where needed, also occupational health and other reviews.
- Support change management initiatives, including restructures and TUPE transfers where applicable.

### **3. Supported Employment & Diversity Initiatives:**

- Support the recruitment, onboarding, and ongoing employment of individuals with disabilities, ensuring reasonable adjustments and appropriate workplace support.
- Work closely with agreed external organisations and government schemes to facilitate supported employment programmes.
- Advocate for an inclusive and diverse workplace culture through training, awareness sessions, and policy development.

#### **4. Policy & Compliance:**

- Ensure HR policies and procedures are up to date, legally compliant, and effectively communicated across all sites.
- Support managers with the consistent application of policies to ensure fairness and compliance with employment legislation.
- Assist with audits and reporting requirements as necessary.

#### **5. Learning & Development:**

- Provide guidance and coaching to line managers to improve people management skills and HR knowledge.
- Support the design and delivery of HR-related training, including ER processes.

#### **6. HR Administration & Reporting:**

- Maintain accurate employee records, ensuring confidentiality and compliance with data protection laws.
- When needed, generate reports and analyse HR data to inform decision-making and identify trends.
- Assist with HR projects, including employee engagement surveys, retention strategies, and wellbeing initiatives.
- Co-ordinate relevant new joiner administration including induction, acting as a main point of contact for new starters.

This job description outlines the key responsibilities and expectations of the role but is not exhaustive. The post-holder may be required to undertake additional duties in line with business needs.

#### **Key Skills & Competencies:**

- Strong knowledge of employment law and best HR practices.
- Proven experience in managing complex ER cases with a focus on fairness and legal compliance.
- Ability to work independently across multiple sites and manage competing priorities effectively.
- Excellent interpersonal and communication skills, with the ability to build relationships at all levels.
- Experience in supporting diversity and inclusion initiatives, particularly in relation to supported employment.
- High attention to detail and ability to handle sensitive information with discretion.
- Proficiency in HR systems and Microsoft Office applications.

#### **Qualifications & Experience:**

- CIPD Level 5 qualification (or working towards) or equivalent HR experience.
- Previous experience in an HR advisory role, preferably within a warehousing, logistics, or similar operational environment.
- Experience in working with supported employment schemes or disability inclusion programs is highly desirable.
- Full UK driving license and willingness to travel between sites as required.