

Midland Metro Limited (MML) – HR & OD Advisor

Post Title:	Human Resources and Organisational Development Advisor
Department:	HR & OD Department
Location:	Wednesbury, West Midlands
Reporting to:	Head of HR & OD
Direct Reports:	N/A
Role Purpose:	An experienced HR professional is required for this newly created role, to provide the business with support as it continues to grow. The HR Advisor will deal with day-to-day HR related enquiries and provide advice and guidance to managers on employment issues, whilst also providing support to the Head of HR & OD.
Role Responsibilities:	<p>General:</p> <ul style="list-style-type: none"> • Administration of employee HR system. • A strong and confident communicator (written and verbal). • Good attention to detail and can work on their own initiative. • The post will cover the day-to-day operational HR processes within MML and act as the main contact point for HR queries. • Ensuring that all HR records are up-to-date, complete and compliant with legislation. • Liaise with payroll on joiners, leavers and all employee changes. • Complete exit interviews • Assisting the Head of HR & OD in ensuring legislation, policy and best practice guidelines are followed. <p>ER Case Work:</p> <ul style="list-style-type: none"> • ER case management • Providing support to managers on key issues such as absence management, disciplinaries, grievances, capability and employee health issues. • Supporting managers in disciplinary, grievance and capability matters, including conducting investigations, attending hearings, and taking appropriate notes. • Managing staff medicals and occupational health assessments. <p>Recruitment & Onboarding:</p> <ul style="list-style-type: none"> • Co-ordinating the onboarding process / and organisational change activities across MML. • Participating and running assessment centres and the induction process for all new staff. <p>Other HR Project Work:</p> <ul style="list-style-type: none"> • Participate in engagement and communication with MML staff.

	<ul style="list-style-type: none"> • To undertake ad hoc project work as and when required. • Production of monthly HR reports and statistics. • Co-ordination of HR related training activities on regular basis. • To be fully proficient in Office 365 with proven skills in Excel and Power Point. • To undertake any other tasks commensurate with this role.
Training:	<ul style="list-style-type: none"> • To undertake any training which is relevant to the job role.
Health & Safety:	<ul style="list-style-type: none"> • To comply with health and safety instructions and directives in accordance with Company policies and procedures.
Decision Making Authority:	<ul style="list-style-type: none"> • Will be able to assume responsibility in the absence of the Head of HR & OD.
People Management:	<ul style="list-style-type: none"> • To have responsibility for day-to-day HR activities
Legislation & Compliance:	<ul style="list-style-type: none"> • In common with the whole of the rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.

Person Specification – HR and OD Advisor

Tasks:	Level of Experience	Desirable Or Essential
Work Experience:	<p>The suitable candidate will be able to demonstrate the following competences:</p> <ul style="list-style-type: none"> • Proven experience in HR at a similar level • Excellent knowledge of employment law • Experience of dealing with a wide range and high volume of ER cases • HR experience of working within a Service Delivery sector • Experience in reporting on HR statistics • Have an understanding of payroll. 	Essential
Education:	<ul style="list-style-type: none"> • To have GCSE Maths and English at Grade C or above • CIPD level 3, 5 or 7 or working towards or hold a degree in a similar field 	Desirable
Managing People:	<ul style="list-style-type: none"> • To work alongside other departments within the Company • To have experience of managing small projects 	Essential
Communication:	<ul style="list-style-type: none"> • Must have excellent interpersonal skills • Good attention to detail • Good communication skills, both written and verbal 	Essential
Additional Qualities:	<ul style="list-style-type: none"> • Have experience with recruitment and selection • Experience in dealing with complex ER case work (sickness & disciplinaries) • Experience working in change management programmes • Experience working with HR systems, ideally Cascade • Proven experience as an HR Administrator 	Essential
Personal Attributes:	<ul style="list-style-type: none"> • To be trustworthy • To be reliable and punctual • To be flexible and able to work to tight deadlines 	Essential
Driving through Change:	<ul style="list-style-type: none"> • To support the Head of HR & OD in coordinating HR projects 	Desirable
Drugs & Alcohol	<ul style="list-style-type: none"> • To undertake drugs and alcohol testing in line with current company procedures and policy. 	Essential