

HR Advisor

Reporting to: HR Manager

Salary range: £24-£26,000 per annum depending on experience

Contract: Full-time, Permanent (Mon-Fri 9am – 5pm)

Location: Norwich, with occasional travel

Benefits: Pension, Health Plan, 5 weeks' holiday, plus birthday day off, plus 8 paid Bank Holidays, Gym discounts, holiday purchase scheme.

About us

We have proudly been delivering internationally recognised Management Systems for over 25 years, with the aim of 'making businesses better'. We are really proud to be a Best Companies 'Ones to Watch' and our colleague retention rates are excellent. As part of a Private Equity owned Group, our growth plans are ambitious and that's where you come in.

Role purpose

Want to be part of a growing company within a thriving Group? Want to work in a great culture and have a big impact? Look no further!

This role will be an integral part of our small, fast paced HR Team, initially covering QMS and developing to work across the division. You will be integral in supporting our managers with a wide range of ER issues and also be involved in driving colleague engagement, learning and development, driving change and supporting business growth. You'll also be needed to help with essential HR administration such as contracts and offers, compliance checks, starters / leavers process etc.

Role details

- Support managers with a range of issues such as: investigations, disciplines, grievances, performance, wellbeing / absence issues and probation reviews
- Help deliver colleague engagement initiatives
- Support the team and business to drive change and business growth
- Support internal communications to ensure they are effective and in line with our culture and values
- Prepare essential colleague paperwork such as contract and offer letters, salary review letters etc
- Helping to onboard new starters; system set up, liaising with new starters, induction etc
- Breadcard and other reward administration
- Compliance checks such as references, right to work
- Coordinating internal events and training
- Liaise with payroll to ensure colleagues are paid correctly
- Project work as and when required
- Support the delivery of training
- Help with Occupational Health referrals

Person specification

Experience in a HR department including:

- have a strong background in dealing with a variety of ER issues such as probation reviews, investigations, disciplinary or absence issues, redundancy, including note taking and ideally have led some ER cases from a HR perspective
- It's fast paced and always changing so you need to be up for the challenge, always ready to adapt and get stuck in
- Agile with a growth mindset, you will really care about our business. You get that you are a role model for and a custodian of our culture and will always put your best self forward.
- We've got a coaching style with our managers; we work together to help find the best solutions so you'll need to show us your coaching and problem solving skills
- Awesome communication skills with the ability to flex your style to maximise impact
- Embody our values of: *Do The Right Thing, Own It, Care and Support and be Forward Thinking*
- Able to influence stakeholders
- Attention to detail!

CIPD qualification is useful (level 3 or 5) and we would consider providing support with further professional qualifications as well as providing in-house development training (as part of working for the Citation Group who provide Employment Law advice and expertise).

What will you get from us?

Working for QMS you will receive 25 days holiday, corporate gym membership discounts, healthcare cash plans, your birthday off work, the opportunity to purchase extra leave, pension contributions and the opportunity to grow your experience and career in so many ways.

It's a great place to work because of the people we employ. Fun, professional and supportive, we want likeminded individuals who love to love their job. So, if our culture sounds like a good fit for you and you want to be part of our success story, then send us your details.

Please note: While we endeavour to respond to all applications, if you have not heard back from us within 3 weeks of applying, your application has not been successful on this occasion. Applicant details will be kept on file for 12 months.

