



GRADUATE TRAINEE HR



ABOUT THE ROLE

The role will support our HR Department in achieving its purpose of providing guidance and support for circa. 2,300 staff, comprising of 14 divisions and Group Head Office located throughout England and Wales.

In this role you will get to work in various areas of Human Resources to learn how we deliver real business benefits and take care of our employees. Our aim is for you to gain a real breadth and depth of experience and take on early and increasing responsibility.

Over two years, you will be mentored by some of the most experienced people in our industry. From the offset, you will be supported to develop your skills and knowledge through structured training and guidance, enabling you to excel in your chosen career.

Responsible to HR Policy Adviser

KEY RESPONSIBILITIES

Below are some example job responsibilities you may gain exposure of:

- Drafting new and reviewing current HR policies and procedures, interpreting new legislation and completing other research where necessary.
- Liaising with employees, Managers and Directors in the Divisions for their input and feedback into the policies and procedures.
- Undertaking HR projects as required by the HR Management team.
- Leading on the HR website on our intranet 'Engage', ensuring content is up to date and it continues to be developed.
- Continuing to seek improvement to the HR service provided and efficiency by implementing new ideas and methods and continue to seek ways of both improving contribution to the organisation's goals and enhancing the reputation of the company.
- Working alongside the HR Business Partners, understanding and gaining confidence to deal with employee relations matters
- Ensure that all new starters, leavers and transfers procedures are processed to required timescales including transfer of new starters from on-boarding to the HR/Payroll system and ensure that accurate information is ready for monthly/lunar payrolls

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- Flexible working/Maternity/Paternity – ensure all requests are dealt with in a timely manner and assist line managers in communication to employees as required
 - Understand and support the performance management and development programmes linking closely with succession planning through our Talent team
 - Support with any HR related training and development initiatives
 - Feed into staff engagement initiatives by attending engagement group meetings, staff engagement surveys and staff communications including Engage

THE PERSON

What kind of person are we looking for?

- Strong business acumen skills to ensure activities bring value to the company
- Good research skills and the ability to build contacts and networks both internally and externally
- Good understanding of data handling, ability to draft reports with excellent organisational and time management skills
- Drive and ambition with a positive “can do” attitude
- Good communication skills both written and verbal, with well-developed interpersonal and customer service skills
- Creative and problem-solving skills
- Full UK driving license and own/have access to a vehicle for travel to work and sites where required

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.