



Vacancy – HR & Training Advisor

This is an excellent opportunity for an enthusiastic, self-motivated individual to provide support to the HR & Training department within a successful chemical manufacturing Company with over 50 years of chemical manufacturing heritage and an established reputation for excellence. Briar Chemicals is focused on providing the best contract manufacturing and site services to customers in the agrochemical, fine and specialty chemical industries. Based in Norwich, Norfolk, Briar Chemicals is a leading large scale chemical company delivering customers' needs utilising its broad asset and technology base underpinned by its quality driven project management.

We are currently seeking to recruit an HR & Training Advisor. Working across all areas of the business, the role is responsible for delivering a proactive HR & Training service; assisting with the progression, coordination and administration of a range of learning and development whilst supporting the HR function.

Responsibilities include:

- Provide a professional service to Managers through best practice advice and guidance on HR & Training
- Provide advice and guidance to Managers on apprenticeships, including potential apprenticeship opportunities across the business
- Source apprenticeship providers and maintain systems and processes to ensure regulatory compliance
- Support competence based/NVQ and City & Guilds programmes in-company, including centre administration, liaison with awarding organisations and regulatory compliance
- Source and assess suitability of training courses, suppliers and costs in accordance with Company and regulatory requirements
- Support development of competency frameworks and maintenance of the Competence Management System (CMS)
- Evaluate the effectiveness of external courses to determine the impact on training of employee skills and ROI for the business
- Support and advise Managers on HR policies and procedures
- Support the recruitment and selection process including job adverts, interviewing, assessments, ability testing and employee induction
- Assist in the management of employee relations issues, including disciplinary, grievances and capability
- Maintain online personnel system, payroll system, absence monitoring and monthly reporting
- Participate in the job evaluation process as required
- Support HR and Training administrative activities including preparation of training/course materials, letters, reports, presentations, booking facilities, purchase orders and maintaining the company intranet and HR system data
- Work with local organisations and educational institutions to promote Briar Chemicals and the chemical industry
- Contribute to the continuous improvement of HR & Training systems and practices
- Maintain own CPD in accordance with HR & Training developments and relevant legislation

Core skills for the role

- Excellent interpersonal and written and verbal communication skills
- Able to demonstrate a positive approach and adapt style to establish good working relationships across a wide variety of personalities, situations and networking opportunities.
- Excellent attention to detail and organisational skills as well as the ability to manage competing priorities
- Be comfortable advising staff on all levels on a range of HR and Training issues and best practice and have the confidence to challenge when appropriate.
- Proactive, looking for ways to continually improve the service provision and have the ability to think innovatively to offer creative and practical solutions
- Good working knowledge of Microsoft packages, in particular Word, Excel and PowerPoint

Your Qualifications / Experience

Prospective candidates should have a good standard of education. In addition, applicants should have a good understanding of the L&D lifecycle including areas such as competencies, apprenticeships and experience of the NVQ process. The role also requires candidates to have an understanding of HR practices. Previous experience working in a manufacturing environment would be beneficial.

Additional Information

To succeed in this role, candidates will need to be conscientious with a positive attitude, have the ability to work effectively without supervision as well as the willingness to be a strong contributor in a small team. Candidates should have a high level of integrity and be able to handle sensitive HR situations professionally and confidentially. This is a busy and varied role so the flexibility to take on tasks as required is essential.

This is a full time role - Monday to Friday, 39 hours per week.

Closing date for applications: 2nd September 2018

If you are passionate about learning and development and take pride in what you do, please apply in writing to Julie Brand, Human Resources, Briar Chemicals Ltd, Sweet Briar Road, Norwich NR6 5AP or email julie.brand@briarchemicals.com submitting your CV and application letter stating why you believe you are a suitable candidate.

Interviews for shortlisted candidates will be held on the 11th & 12th September 2018