



## Vacancy – HR Advisor

With over 60 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.

This is an excellent opportunity for an enthusiastic, self-motivated individual to join the HR department. We are currently seeking to recruit a HR Advisor who will provide support and HR advice across all areas of the business. The HR Advisor will have a generalist remit within a collaborative and supportive team. The role will be responsible for advising and supporting managers on all aspects of HR, including disciplinaries and grievances. You will be responsible for providing sound and effective HR advice to staff and managers that is compliant with employment law.

### **Main responsibilities include:**

- Support managers at all levels, by providing consistent and effective advice on employment legislation and its application across employee relations (disciplinary and grievance), absence management, occupational health and wellbeing, performance improvement capability management.
- Advise and influence all levels of management on people management and leadership with a focus on performance management, organisational development and effectiveness, and management effectiveness.
- 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
- Maintain online personnel system, payroll system, absence monitoring and monthly reporting
- Support HR 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 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 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

### **Qualifications and experience**

- Demonstrable experience as a HR Advisor
- Experience in Employee Relations case management including coaching and advising Managers
- Understanding of key HR area's including performance management and talent
- HR project experience
- Action and results orientated
- Strong communication skills and the ability to influence
- CIPD Level 5 is desirable

### **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 – Friday, 39 hours per week.

### **What we can offer you**

In addition to a competitive salary, we offer the following benefits:

- 25 days' annual leave plus Bank Holidays.
- Group Personal Pension scheme - we will match your contributions, plus 2% extra, up to a maximum of 10% employer contribution.
- Non-contractual company bonus.
- Contributory Private Healthcare scheme.
- Employee Assistance Programme
- Life Assurance
- Flexitime
- Cycle to Work scheme.
- Free, onsite car parking.

If you are interested in this exciting role, within a highly regarded, privately owned and successful chemical manufacturing company, then please apply in writing to Human Resources, Briar Chemicals Ltd, Sweet Briar Road, Norwich NR6 5AP or email **HR.Office@BriarChemicals.com** submitting a detailed CV and covering letter, stating why you believe you are a suitable candidate.