



HR ADVISOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	HR Advisor
Department	Human Resources
Responsible to	HR Director

POSITION SUMMARY

To deliver a proactive and flexible HR service by providing relevant and appropriate HR support to internal customers, whilst driving best practice and ensuring compliance with company policies and employment legislation.

KEY WORKING RELATIONSHIPS

HR Director, HR Systems & Project Administrator, HR & Training Assistant, Talent Acquisition Advisor, Regional Managers, Office Managers.

MAIN DUTIES

1. Providing the necessary support to Line Managers on employee relations issues.
 2. Facilitate and support employee grievances, and performance management processes across the business.
 3. Support with annual HR Events, such as appraisals, pay review, succession planning, management development.
 4. Promote HR initiatives across the company.
 5. Conducting of exit interviews with departing staff and report on trends accordingly.
 6. Support with the recruitment and selection process, where required.
 7. Supporting the company Trainee & Apprenticeship schemes, through promotion of the schemes, recruitment, and selection of candidates, reporting on progression and succession and managing rewards, awards and graduations.
 8. Complying with and upholding company policies and procedures.
 9. Attending meetings that may be necessary in the performance of your duties.
 10. Assisting with project work as determined by the HR Director.
 11. Undertaking any additional tasks as may reasonably be required from time to time.
 12. Ensuring all health and safety aspects associated with Covid-19.
 13. Management of Employee Car Benefit Scheme.
 14. Occupational Health Referrals.
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It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.