



## HR Advisor

HR

12 Month FTC

**Role Purpose:** Working in partnership with the management team based at our Daventry Distribution Centre, to help provide HR service and ER Support. Focusing on helping to deliver a HR service covering all aspects of the colleague life cycle, concentrating on: Advising on ER Cases, helping to increase line manager HR/ER capability, helping line managers deal with day to day HR queries and supporting on recruitment activities.

Working as part of the DC HR team to deliver the DC People Plan into the site alongside the site leadership team. Enabling the delivery of key people initiatives to increase colleague engagement, wellbeing and overall colleague's working lives.

### 12 Month FTC

**Function / Business Unit:** Human Resources  
travel to other sites for meetings on monthly

**Location:** Based at Daventry DC with possible basis

**Reporting Line:** HR Business Partner (DDC & MDC) **Budget Responsibility:** N/A

**Team Management:** N/A

#### Key Accountabilities / Responsibilities:

- Act as both an influencer and an enabler, providing operational focussed expert advice on a range of ER matters
- Establish HR as a key support and enabler to help the site be successful
- Work closely with senior managers to deliver key people initiatives as part of the DC Network People Plan
- Work closely with the Recruitment team to help support the site with its needs
- Support and encourage the site with key engagement activities
- Proactively input and support the management of capability at the site
- Working to the talent framework help support the site with identifying and retaining talent – Work closely with colleagues across the HR function, encouraging continuous improvement to build a strong and collaborative HR Team that effectively supports the business.
- **Interpersonal Skills** - Able to get along with, encourage and build relationships with stakeholders, generating an air of acceptance and goodwill toward everyone. Has a style and charm that immediately puts others at ease and disarms hostility. Easily builds lasting, constructive, and mutually beneficial relationships with other individuals and groups. – **Adaptability** - Remains positive and resilient under pressure, adapts to change and uses

#### Required Skills & Experience:

- Strong influencing and interpersonal skills at ease working with senior business leaders – Comfortable with a 'roll your sleeves up' approach and operational delivery
- Strong ER background and good knowledge of employment law
- Good track record of working in operational/ transactional HR
- Basic HR generalist knowledge with some experience in capability, engagement
- Experience of working in a fast paced environment and able to demonstrate experience of adding value to a business – Experience or knowledge of handling ER cases end to end
- Proactive time management and organization skills able to priorities effectively and manage deadlines
- Able to work collaboratively and facilitate positive change in a growing business
- Sensitive to helping move the business forward

#### Your strengths:

- **Change/Continuous improvement** - Strives to improve things by challenging existing thinking/ processes. Identifies innovative alternatives to traditional methods/approaches. Anticipates impact of change to colleagues & wider site.
- **Influencing/Negotiating** - Negotiates skilfully in tough situations. Can win concessions without

support networks. Maintains or shifts focus on operational goals in response to changing organisational priorities. Controls and filters emotions in a constructive way.

- **Commercial/Business awareness** - Fully understands business priorities and aligns direction to match. Uses company knowledge and external market data to identify

opportunities for success.

damaging relationships. Helps find solutions with maximum value for all parties

- **Relationship building** - Proactively identifies and deliberately develops important relationships. Works to communicate organisational vision and to understand sites priorities. Can build relationships at all levels.

