

Human Resources Officer

Location:	Derby Head Office, with modern premises and facilities including free carparking
Hours:	Permanent, Full time
Salary:	Competitive
Benefits:	Contributory pension, Life Assurance, 21-25 days holiday dependent on service, Employee Assistance Programme

About the Company

Robinson Structures Ltd is a Steel Construction Specialist who provides 'concept to completion' build projects to the Agricultural, Commercial and Industrial sectors. The company is a family business which has grown into one of the most recognised names within the steel industry.

Our people and our clients are at the centre of everything that we do. Our **core values** are therefore integral to the way that we interact with each other and our clients. The importance of Respect, Team-spirit, Professionalism, Excellence and Creativity form the heart of our business and we aspire to maintain these standards in all transactions both internally and externally.

The Role

This is an exciting opportunity for an experienced HR Officer to join our small busy team. Reporting to the HR Manager, this is a varied and generalist HR Officer role providing expert support and advice to operational management in all areas of HR whilst consistently demonstrating HR best practice. The HR Officer will be the initial point of contact for all operational HR related matters. supporting with the following areas:

- End to end recruitment and onboarding
- Maintain and update employee personnel files and our HR database.
- Monitor and manage absence levels and holiday administration
- Providing first level advice and guidance on HR Policies and procedures, employment law and employee relations issues with the guidance of the HR Manager.
- Providing HR case management support to managers relating to discipline, grievance, absence and performance management
- Supporting, developing and coaching managers on all people issues
- Involvement in engagement-related activity eg Engagement Surveys, Promotion of internal values, Team building, etc.
- Participation in organisational development such as 'streamlining & efficiency' projects, both within HR and outside.

About you:

Ideal candidates will have at least 3 years' experience in Human Resources with the ability to carry out tasks with minimum supervision – and preferably be CIPD qualified to Level 5.

The successful applicant will have:

- Operational HR experience supporting managers in all aspects of HR, ideally in the construction or manufacturing sector
- Able to demonstrate meeting targets and deadlines through managing a busy workload
- Excellent interpersonal skills with the ability to negotiate and influence.
- Competent with IT programmes such as Microsoft Word and Excel, along with HR database systems.
- A flexible team player with a high level of initiative
- Strong administrative, organisational and analytical skills

To apply

Please submit your CV and a Cover letter stating how your skills match our requirements, along with your desired salary, in an email to jobs@robinsons.com

- **Please note:** To minimise the risks relating to Covid-19, we will conduct initial interviews by Video interview, and second interviews will be face to face in a covid secure business environment.