

Job Vacancy



HR Advisor – Polypipe Civils & Green Urbanisation

An exciting opportunity has arisen for a HR Advisor with a strong generalist background to join the CGU HR team. This role reports into the Head of HR. This is a full-time position working 40 hours per week, Monday – Friday, 08:30-17:00.

Role Outline

You will be supporting employee's across the two CGU sites providing pragmatic, commercial and employee-focused advice to a client group of front line and middle management across Operational, Sales and Support Functions. You will enjoy a varied role and wide range of interactions across all levels daily, utilizing your excellent communication, coaching, and influencing skills to drive employee engagement and support change, ensuring that we retain motivated teams of employees.

Core Responsibilities

- To actively coach, develop and provide advice to managers on all areas of the employee Life Cycle to enable confident line management decisions.
- Provide high quality, effective and accurate end to end case support on a variety of employee relations matters, ensuring that cases are managed promptly in a manner consistent and in accordance with company policies and procedures.
- Collaboration with Occupational Health to ensure medical records are maintained, ill health capability and LTS cases are managed effectively.
- Undertaking face to face HR engagement related activities and new starter inductions.
- Develop and utilise HR Data and insight on key people metrics including new hires, attrition, absence, headcount, employee relations and engagement activity, to help inform recommendations which impact business performance and support continuous improvement.
- Supporting the development and implementation of HR initiatives to support the People Strategy.
- You will become a super-user of the HR Information System, engaging stakeholder end users to the system supporting use effectively.
- Undertaking other reasonable duties that can be requested.

Key knowledge, skills and abilities

- CIPD L5 qualified desirable, or supported equivalent experience
- Minimum of 3 years' experience working in a HR generalist role
- Experience working in manufacturing or logistics desirable
- Experience working with a unionised environment desirable
- Good IT skills, proficient in MS packages incl. Excel

To apply for this position, please submit an up-to-date CV along with a covering letter to the HR Department at cguhr@polypipe.com.

Closing date for applications is Tuesday 4th July 2023

