



## HR Consultant

## Competitive salary plus bonus & private healthcare

HRML is a well-established and widely recognised Gloucestershire based HR Company providing Human Resource & Employment Law services to a large range of businesses. We are expanding and so are seeking to recruit a full time HR Consultant to provide employee relations and HR advice and guidance to our clients. Working from our offices in Twigworth and from our clients' premises, the role involves providing advice and guidance on a wide range of issues including:

- employment law
- recruitment & selection
- training & development
- reward & recognition mechanisms
- absence management & stress
- HR policy development & implementation
- disciplinary, capability, grievance procedures & redundancy
- maternity, paternity, adoption and flexible working
- performance management
- organisational change & restructuring

With a degree or equivalent, you will have achieved or be working towards a CIPD level 7 Advanced Diploma qualification, have previous experience in an HR Advisor/Manager/Business Partner role and be used to problem solving and supporting line managers with their HR and employee relations needs. You will be experienced in interpreting and applying employment law to complex employee relations issues. Experience of training design and delivery would be an advantage. You will also represent the company at local events, undertake marketing activities and run workshops.

You must be enthusiastic, organised, with the proven ability to achieve results and have excellent communication skills. Adaptability is essential, as is the ability to work on your own initiative. With a professional and diplomatic approach, you will need to be able to influence others and deal with people at all levels. Quality and total client satisfaction are our top priorities. You will be used to successfully managing your own workload, working with others as well on your own and be a strong team worker with a 'can do attitude'.

Flexibility is important, as is the ability to plan and work to tight timescales and react positively to last minute changes. With a professional and diplomatic approach, you will need to be patient and able to deal with people at all levels. You must have a strong understanding of confidentiality as tact and discretion are essential for this role. We are a highly professional committed and friendly team with a customer and business focus. Excellent Microsoft Office skills and a full driving licence with access to a car are also necessary and this role will involve approximately 2 days a week based at a client in Winchester. You should have the ability to achieve client service, retention and new business development targets.

Please post or email a covering letter together with your CV and current salary and package details to: Julie Heather, Unit 13, Twigworth Court Business Centre, Twigworth, Gloucestershire, GL2 9PG or e-mail:

[julieheather@hrml.co.uk](mailto:julieheather@hrml.co.uk)

[www.hrml.co.uk](http://www.hrml.co.uk)

As an equal opportunities employer we welcome applications from all sectors of the community.