

HR OFFICER

Tewkesbury, Gloucestershire
£30,000 plus benefits

ABOUT HELANDER

Helander are a trusted and recognised key provider of precision components and engineering solutions to the aerospace and defence, oil and gas and nuclear sectors. Helander has 40 years' experience working to the highest industry standards, controls and compliance.

Due to significant growth, the HR Manager is looking for a HR Officer to support with all HR functions. The **HR Officer** will assist with the implementation, planning and coordination of human resource activities within Helander, ensuring regulatory compliance that aligns to our overall business plan and organisation.

THE HR OFFICER WOULD BE RESPONSIBLE FOR THE DELIVERY OF:

- **Recruitment** - Assist with internal/ external advertising, scheduling and attending interviews; benchmarking of candidates; offer/turndown letters and associated documentation
- **Induction** - Maintain current documentation; carry out induction training; ensure documents are securely stored
- **Appraisals** - Maintain the appraisal plan
- **Absence Management** – Assist Team Leaders with sickness absence reporting
- **Performance Management** – Assist Team Leaders with performance management process
- **Training and Development** - Assist with the preparation of Training and Development plans; maintain competency records
- **Payroll** - Assist with preparing information for Payroll
- **Security** - Maintain, progress and store security documentation
- **Metrics** - Collate and record HR Metrics

THE HR OFFICER WILL BE:

- Knowledgeable of Employment law, HR Policies & HR Job Functions
- Highly organised with excellent interpersonal skills
- Experienced in database interrogation for research and benchmarking
- An effective interviewer
- Respectful of confidentiality

This role would suit someone who has either gained / working towards their CIPD qualification & has two years in a similar role. You must have a UK passport due to security restrictions.

HOURS

Office hours are 7.30am-4pm Monday to Thursday and 7am – 1pm on a Friday

BENEFITS

- 5% pension contribution
- Time off to attend medical appointments
- Enhanced sick pay privileges
- Discounted supermarket vouchers and cinema tickets through Edenred
- Long service awards
- Employee referral bonus

HOLIDAYS

25 days annual leave plus bank holidays

INTERVIEW PROCESS

Face to face interview

VISION

To delight our customers, being trusted and recognised as a key provider of precision components and engineered solutions.

OUR MISSION

To develop Helander, within its chosen markets, to be £22m turnover business by 2022.

VALUES

RESPECTFUL

trust | courteous | commitment | punctual

OWNERSHIP

professional | pride | positive attitude | be accountable

CHALLENGING

self | others | positive | proactive

PACE

timely | confident actions | responsive | velocity

OPENNESS

communicate | available | helpful | passion

ENABLING

consistent | conscientious | engaging | enthusiastic | responsible | team