



JOB DESCRIPTION

JOB TITLE: HR Specialist

REPORTS TO (TITLE): HR Manager

DEPARTMENT: Human Resource

LOCATION: Pyronix Limited 3 sites on Hellaby Industrial Estate, Rotherham. S66.

AREA OF ACCOUNTABILITY: Factory - Production and Salaried Employees

1. MAIN PURPOSE OF THE JOB

To work in partnership with leaders, key stakeholders and HR colleagues to shape, develop and deliver HR plans and solutions in line with the needs and the priorities of the business. Operating as an HR expert, to advice, guide and support employees and managers by providing high-level people management and development support across the business for all hourly paid and salaried employees.

2. PRINCIPAL ACCOUNTABILITIES

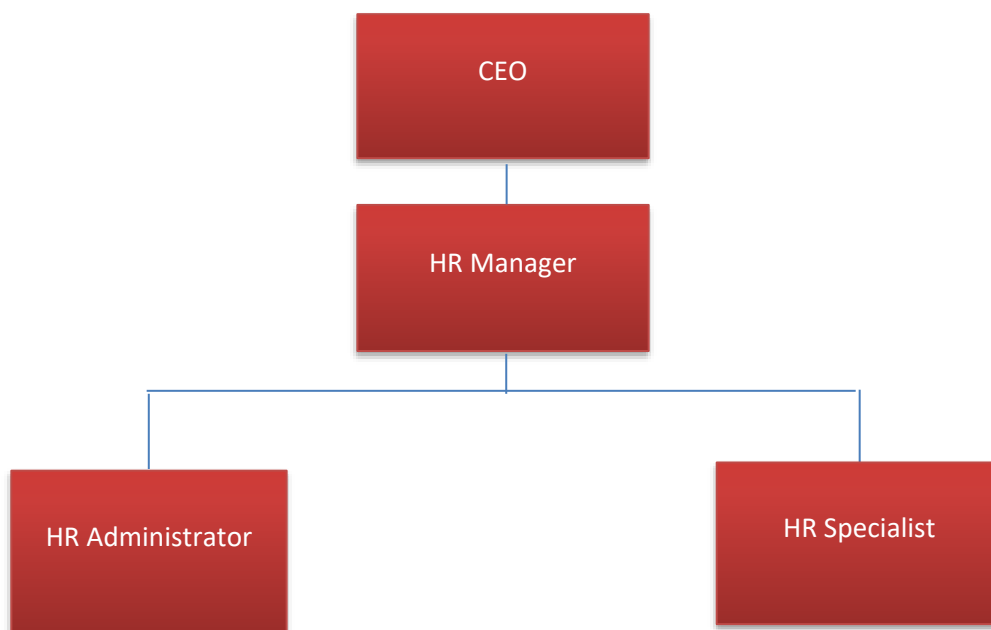
- Pull off the payroll weekly flexi check report, cross check data with the Mitrefinch system verses the salary spreadsheet, to guarantee Mitrefinch system emulates payroll salary spreadsheet for accurate and up to date information prior to month end payroll run to ensure employees are paid accurately and on time. Work closely with the Finance team to ensure a smooth payroll monthly transition in accordance with payroll timelines.
- Action all addendum changes to Mitrefinch system and employee's terms and conditions including but not limited to, salary increase, secondments, promotions and any other employee change as and when required ensuring system accuracy.
- Input, update Mitrefinch system for all other employee personal information changes including but not limited to holiday entitlements, training, discipline, absences, new starters, leavers.
- Assist with identifying Talent and the recruitment process to support the business objectives.
- Work alongside the HR Assistant in clerical, inputting and reporting duties. Provide monthly KPI reporting information including but not limited to updating and reporting on, starters, leavers, absence and other workforce information.
- Give effective guidance and advice to managers around health and wellbeing, champion best practice supporting all employees on a day to day basis. Arrange Occupational Health referrals as and when required action



recommendations in line with best practise, Company process and procedure and business needs within a timely manner.

- Effectively manage and provide expert advice on employee relations issues including discipline and grievance, performance management, absence, retirement and redundancy
- Be the expert HR Specialist around all investigations, disciplinary and grievances processes and procedures to avoid any potential business risk.
- Identify training requirements in line with business strategy and needs. Source, track the appropriate cost effective training and development training. Hold key stakeholder meeting and agree actions. Book training, submit an OA, send a Pre-Training Briefing Form and Evaluation Form to the manager and employee for completion. Review the Evaluation Form to ensure value for money and report. Track and update the training plan on a weekly basis ensuring the training budget and back-up information are aligned and the total costs tally. Evaluating effectiveness of the training through the evaluation process and report, the monthly findings to the HR Manager and HR Director by month end.
- Maintain administrative employee electronic records as per best practice to ensure full compliance at all times.
- Any other HR duties, as and when required.

3. ORGANISATION CHART



4. CONTEXT

To provide a full HR Generalist function to the HR Manager.



5. KNOWLEDGE/EXPERIENCE/SKILLS NEEDED

Essential

Foundation in HR with a minimum of CIPD qualified to level 5.

Comprehensive knowledge of Microsoft applications

HR System literate

Excellent communication skills with the ability to give and receive feedback

Planning and organising daily workload effectively

Excellent influencing, networking and negotiating skills

Being able to work on own initiative

Be the expert and share knowledge and experience within and across teams

Desirable

Counselling Skills.

6. WORKING RELATIONSHIPS

a) Internal within the Company

All employees, managers and senior leadership team within and across all teams.

b) External to the company

All third party agency, training providers and legal advisors.

7. PROBLEMS/KEY FEATURES

- Prioritising 'urgent' workload in line with HR people / business strategy