

People Partner Vacancy

Danesmoor Group is a market leading distributor of kitchen and bedroom components – proudly supplying the UK KBB industry for over 110 years. The Group is a multifaceted operation, comprising of three principal businesses. PWS Distributors (including PWS worksurfaces & PWS Paint Finishing), Danesmoor Agency, Life Kitchens and PWS Distributors. The group also operates several market leading brands, including, Second Nature Kitchens and 1909 Kitchens. We're committed to continuous innovation and a highly integrated, customer-centric approach, where delivering excellent service and understanding our customers' requirements is at the heart of everything we do. Most importantly, each and every customer is supported by ONE personal team – dedicated to providing expert advice, and assisting a professional, streamlined journey from start to finish.

Overview:

The People Partner works with teams, managers and stakeholders to help build people capability within the organisation. Offering expertise in all people areas, with a heavy operational involvement in employee relations. Building strong, meaningful relationships with key people and teams, ensuring day-to-day issues are dealt with effectively.

Responsibilities

- Build relationships with key stakeholders, identifying and discussing people challenges
- Develop a thorough understanding of the Group
- Promote Equality, Diversity and Inclusion and identify any training gaps
- Be visible across all Group locations on a regular basis, providing support, expertise and guidance where needed
- Be pro-active in ensuring employment law and compliance are present and updates are actively sought
- Provide HR generalist advice and support to all stakeholders, acting as the main point of contact for all day to day queries
- Active involvement in the recruitment process at all levels
- Provide expert advice and administration in all employee relations matters including grievance and disciplinary, absence management, performance management and effectively minimise risk to the business in a timely manner
- Support to embed a performance management culture using the tools provided and engage with line managers to influence the success of the system
- Support the identification and development of training workshops for line managers
- Ensure training records are administered accurately and fed to the relevant receiver e.g. Health & Safety
- Support the development and implementation of reviewed and improved policies across the Group
- Assist in updating and implementing the HRIS
- Provide Head of Group HR with KPI reports which include monthly absence, turnover and employee relations case data
- Pro-actively assist in the achievement of the People Strategy through employee relations

Essential Requirements

- Experience of working within a similar role in a manufacturing organisation
- CIPD Level 3 qualified
- Demonstratable expertise in employee relations management
- Proficient in the use of Microsoft Word and Excel
- Experience in using HRIS and Time and Attendance systems
- Experience in using HR knowledge Hubs
- Proactive and motivated
- Good understanding of GDPR within a business environment
- Trustworthy
- Excellent listener
- Excellent communicator
- Ability to critically evaluate

Desirable Requirements

- CIPD Level 5
- Experience of working in multi-site organisation
- Qualified Mental Health First Aider