

Job Description

HR Generalist

This opportunity sits within a growing international group operating in the occupational health and safety sector, supporting organisations globally through innovative products and services.

This is an excellent opportunity for an HR Officer, Junior HR Advisor or HR Generalist who is ready to take the next step in their HR career. The role would suit someone who enjoys variety, wants greater autonomy and is confident supporting managers and employees across the full employee lifecycle.

The Role

Reporting into the HR Lead, you will support businesses within the group and become a key member of a small, collaborative HR team.

You will act as a key HR contact for one of the UK business units, supporting managers with day-to-day HR matters, employee relations and wider people activity, whilst also supporting the HR Lead.

Responsibilities will include:

- Managing employee relations matters including absence management, disciplinary, grievance, capability and performance cases
- Acting as a first point of contact for managers and employees on day-to-day HR queries
- Advising managers on HR policies, procedures and UK employment legislation
- Supporting performance management, and development plans
- Supporting recruitment activities including advertising vacancies, screening applications, arranging interviews and onboarding new employees
- Producing HR documentation including contracts, offer e-letters, variation e-letters and employee correspondence
- Supporting payroll administration processes
- Maintaining HR systems and employee records
- Supporting Workday improvements, data accuracy and system processes
- Producing HR reports and management information
- Supporting learning and development initiatives across the business
- Assisting with employee engagement activities and wider HR projects
- Supporting audits, compliance activity and continuous improvement initiatives
- Building strong relationships with managers and employees

About You

We are looking for someone who enjoys working within a broad, hands-on generalist HR role and is comfortable building relationships across all levels of an organisation.

You will ideally possess:

- Previous experience within a HR Advisor, Junior HR Advisor, HR Officer, HR Coordinator or similar generalist HR role
- Experience supporting or managing employee relations cases with confidence
- The ability to work with increasing autonomy, whilst knowing when to escalate
- Recruitment and onboarding experience
- Strong organisational and administrative skills
- Experience using HR systems and maintaining accurate employee records
- Confident communication and stakeholder management skills
- A practical, commercial and solutions-focused approach

This role would suit someone who has gained solid HR generalist exposure and is now looking for a role where they can take more ownership, build relationships directly with the business and develop into a more autonomous HR Advisor / Generalist.

This is an excellent opportunity for someone looking to move beyond a traditional HR administration position and develop their career within a true HR generalist role, offering autonomy, variety and exposure.