

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. EMR's recycling process begins with the collection of scrap metal from businesses, manufacturers, construction sites, government bodies and the general public. Our dedicated HR Team provides invaluable support to the company's 1,750 UK staff, the majority of which are based at one of our 80 recycling depots. EMR's HR department continues to grow in line with the success of the business and we are now keen to recruit a HR Advisor for our Southern operations.

### **HR Advisor**

This brand new role reports directly to the Head of HR and provides comprehensive guidance, advice and support in relation to all matters HR. Working with EMR employees and managers, the aim is to promote enhanced employee performance in order to achieve the company's business aims. EMR HR Advisors provide informed and professional HR advice in connection with issues such as policy, discipline, grievance, conduct, capability and employee relations matters in line with best practice and current employment legislation. You will also draft associated HR documentation where applicable, for example, invites to disciplinary hearing letters, outcome of grievance and disciplinary hearings, performance improvement plans and any other formal paperwork that may be required from time to time.

This is an exciting opportunity to join EMR as we embark on new projects and implement enhanced processes. You will assist in the delivery of the new HR system (Dynamics 365), providing insight and HR knowledge to maximise its capability. Contributing to and delivering the HR Plan, the HR Advisor also takes responsibility for issues across multi-site operations within their region and introduces coaching/workshops where necessary. Working with the Resource Manager, involvement will include assessing on-site recruitment requirements and ensuring hiring managers adhere to process.

The successful candidate must be a self-starter who is capable of organising and prioritising their workload, as well as developing relationships with both employees and management. Applicants should have a proven track record in handling Employee Relations case management including discipline, grievance, absence and capability in an industrial environment. We would also expect the HR Advisor to be CIPD qualified or have a relevant qualification in Human Resources. This is a multi-site position so it is essential that applicants have a full UK driving licence. A company car is available as part of the package.

This is a fantastic opportunity to join the UK's largest metal recycling organisation, but it is also an opportunity to join a professional, friendly and high profile HR department.