

HR Advisor - 12 Month FTC

Your tasks

We are looking for a HR Advisor ideally with recruitment experience to join our Birmingham office. This position will be based on a 12-month Fixed Term Contract covering maternity leave. You will be primarily responsible for supporting the business by providing HR guidance, employment law knowledge and development coaching to both employees and managers. You will also support the business by sourcing, attracting, and hiring new talent for and within the business.

Main duties include:

- Review and propose policy and process changes in line with employment law and efficiency improvements.
- Support restructuring activity and guide managers through a fair process.
- Support ad hoc projects as and when required.
- Conduct exit interview for leavers and collate information gathered into a report to feedback to Head of HR for employee engagement projects.
- Review any flexible working requests cases with managers and advise HR Administrator accordingly to process.
- Support and guide managers through any performance management cases, disciplinarys and grievances.
- Support absence management processes, such as long term absence and capability reviews as well as liaise with Occupational Health provider for referrals, appointments and receiving reports.
- Support managers with tracking absence, return to work interviews and putting in place reasonable adjustments where required.
- Support each stage of the annual appraisal cycle.
- Support payroll process as and when required.
- Liaise with department managers/team leaders/supervisors to ensure a suitable induction plan and training is in place, carried out and documented, including ensuring new starters attendance at next available induction day.
- Arrange and facilitate the Company induction day for new starter groups on a quarterly basis.
- Ensure that managers are carrying out and recording monthly and end of probation reviews and any actions are implemented.
- Support managers with the full induction plan for new graduates and ensure the continuation of support, training and learning of graduates throughout the graduate scheme.
- Record all training and ensure that feedback forms are returned and recorded and feedback is shared with the relevant senior manager and/or Head of HR.
- Follow the defined Company procedure for gaining approval to recruit for roles as required.
- Liaise with the hiring Manager to understand the role and the knowledge, skills and qualifications required from candidates.
- Support Managers in producing well defined job descriptions and job



Job ID

REF48660M

Field of work

Human Resources

Location

Birmingham

Leadership level

Leading Self

Job flexibility

Hybrid Job

Legal Entity

**Continental Automotive Trading
UK Limited**

adverts.

- Advertise roles in line with Company procedures and using the most appropriate channels.
- Screen applicant CVs in line with agreed requirements and conduct telephone interviews.
- Present selected candidates to hiring Manager and support face to face interviews.
- Propose base salary offers based on internal salary bands and internal benchmarking.
- Liaise with candidates as required, providing feedback and issuing offers.
- Maintain the recruitment tracker file, online recruitment database and update management on a weekly basis.

Your profile

- Experience prioritising tasks in a busy HR environment with demonstrated resilience.
- Previous experience of supporting Managers with end-to-end recruitment process (ideal but not essential)
- Ability to build networks with all people and experience coaching managers.
- Experience ensuring non-discrimination and equal opportunities.
- Keep electronic employee files up to date and file hard copy records where required.
- Support in keeping employee database and GHR (SAP) up to date in line with any individual or group changes, ensuring data quality for global reporting.
- A strong quality mindset.

Our offer

What we offer:

- A competitive salary package with annual "Value Sharing Bonus" paid to all employees.
- A generous contributory pension scheme.
- Healthcare cash back scheme.
- 33 Days holiday
- Employee discounts on Continental tyres and other products.
- Death in service insurance.
- Free on-site parking.
- Flexible working.
- On-going training and excellent personal development opportunities.
- Birthdays off
- Discount on gym membership for you and our partner
- Free Thrive app access
- Workwear provided
- Cycle to work Scheme
- Purchase more holiday day

Ready to drive with Continental? Take the first step and fill in the online application.

About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

The Automotive group sector comprises technologies for passive safety, brake, chassis, motion and motion control systems. Innovative solutions for assisted and automated driving, display and operating technologies, as well as audio and camera solutions for the vehicle interior, are also part of the portfolio, as is intelligent information and communication technology for the mobility services of fleet operators and commercial vehicle manufacturers. Comprehensive activities relating to connectivity technologies, vehicle electronics and high-performance computers round off the range of products and services.