

HR Advisor

Fixed Term Contract (9 Months) Location Leeds, Newcastle or Sunderland

Are you passionate about people and workplace culture? We are seeking a proactive and dedicated HR Advisor to help shape a positive and inclusive environment for our team as maternity cover. In this role, you will play a key part in supporting our employees, driving engagement initiatives, and ensuring a seamless recruitment process.

HR Advisor

Role Overview

Reporting to the Head of HR, Learning & Development, the HR Advisor responsible for managing a broad range of HR functions, including:

- Foster a positive and inclusive workplace culture through staff engagement initiatives
- Address employee concerns and resolve conflicts in a timely, professional manner
- Support the development and implementation of effective employee retention strategies
- Manage the full recruitment cycle, including:
 - Job postings and candidate sourcing
 - Interviewing and onboarding new employees
- Collaborating with department managers to understand staffing needs and create job descriptions
- Utilising various recruitment channels such as job boards, social media, and career fairs
- Maintaining a talent pipeline on our ATS for critical roles
- Conducting background checks and reference verifications for potential hires
- Ensuring a positive candidate experience throughout the recruitment process

Knowledge and Experience

- Sound understanding of employment law, HR best practices, and regulatory compliance
- Proven experience in a Human Resources role, including Recruitment, ideally within a fast-paced environment
- High level of integrity, discretion, and professionalism in handling sensitive information
- Exceptional interpersonal skills and the ability to build effective working relationships at all levels
- Demonstrated ability to manage multiple priorities and deliver results under pressure
- Excellent analytical and communication skills
- Strong organisational and project management abilities
- Strong experience in employee relations, including mediation and conflict resolution
- Familiarity with HR information systems (HRIS) and applicant tracking systems (ATS)
- Experience delivering training related to workplace policies, diversity, and performance management

- Adaptability, cultural awareness, and a commitment to continuous professional development
- Commitment to promoting diversity, equity, and inclusion in the workplace

Beyond the responsibilities, you will experience:

- Opportunities for professional development, with up to 12 days dedicated to learning and growth.
- A flexible work arrangement that allows you to find the balance that works best for you.
- Competitive compensation and benefits, including a salary between £28,000 - £38,480, profit share, generous pension, and more.

Qualifications Required

- Minimum Level 5 qualification in Human Resources or a related field
- CIPD Member (or working towards)

Join us to help create a thriving workplace where every employee feels valued and empowered!

At RTC we're looking for genuinely good people who are transparent and empathetic, organised but can easily adapt to change, and are good team players. We're committed to providing equal opportunities, a diverse and inclusive work environment, and ensuring a fair interview process for everyone. You're welcome to apply no matter your age, disability, race/ethnicity, national origin, gender identity, marriage or civil partnership status, pregnancy and maternity/paternity situation, religion or belief/non-belief, sex or sexual orientation.