



THE ROLE AND WHAT TO EXPECT

To drive alignment of the HR, People and CSR strategies with company vision and mission, ensuring delivery of business goals and objectives.

WHAT YOU WILL NEED TO SUCCEED

- Develop and implement the business HR and People strategy
- Set and manage departmental targets and objectives to drive performance in line with business goals and objectives.
- Oversee the recruitment of staff at all levels, minimising the vacancy levels and recruitment costs
- Support managers in the development of job descriptions and person specifications
- Manage the whole employee lifecycle from onboarding to departure from the business in a highly organised and time efficient fashion, prioritising and planning throughout
- Oversee the delivery of the new starter and company induction training programme
- Manage employee relations casework including dispute resolutions, disciplinarys, grievances, absence, retirement and redundancy.
- Process contractual variations and amendments to terms of employment
- Manage and administer the maternity, paternity, adoption and parental leave process
- Manage the payroll salary adjustments and deductions process, delegating where necessary for processing
- Manage all employee benefit schemes, ensuring promotion through effective methods to ensure full utilisation
- Lead and manage departmental restructures, redundancies and TUPE transfers as required
- Develop and implement the business CSR Strategy and Plan
- Set and manage CSR targets and objectives to drive performance in line with business goals and objectives.
- Create an effective CSR programme and calendar of events, encompassing people, environment, workplace, community and supply chain issues that will deliver CSR targets and objectives

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.