



# NORBAR TORQUE TOOLS LTD

## JOB DESCRIPTION

JOB TITLE: HR ADVISOR

RESPONSIBLE TO: HEAD OF HUMAN RESOURCES

### OVERALL PURPOSE OF THE JOB:

To assist the Head of Human Resources in the provision of a comprehensive HR function, with primary focus on supporting learning and growth.

### KEY TASKS:

1. To work with the Head of HR and Managers in the creation of internal training plans to support succession planning, participating in relevant HR related sessions.
2. To create and participate in Management/Cell Leader education such as best practice issues in relation to recruitment, procedural agreements, performance management etc.
3. To work with Managers to identify suitable training providers for further education for employees.
4. To support the Head of HR in the recruitment of apprentices and work experience students, organising placements to meet the standards required.
5. To assist Managers in the recruitment and selection of labour to meet current and future needs of the business.
6. To participate in the Norbar induction programme ensuring that new staff are familiar with the policies and procedures of the company.
7. Where necessary, to advise on terms and conditions of service or best practice and process/participate in the initial stages of formal processes.
8. To support the finance/HR team in the administrative cover of some of the payroll activities/uploads and annual salary review.
9. Any other duties/ad hoc projects as required by the Head of HR.