**Job Description**

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| **Job Title:** HR Officer  **Reporting To:** Human Resource Manager  **Job Purpose:**At Mackle Petfoods, our people are at the heart of everything we do. Your role will be to assist the HR Manager and to gain experience in all elements of HR including recruitment, employee relations, getting involved in implementing a new HRIS System, revising existing HR Policies/procedures and assisting with performance and absence management. |
| **Key Responsibilities**   * Involved in the initial stages of company recruitment and associated administration. * Support Line Managers in dealing professionally with disciplinaries, grievances, and performance management issues * Assist the HRM in managing absence – meeting preparation and notetaking * Provide HR advice and guidance to all depts. within the business * Prepare and present KPI information * Organise and attend recruitment exhibitions to represent company and jobs on offer (Local council events, Colleges, Universities). * Liaise with colleges, schools to arrange training programmes/employment opportunities and build the employer brand within the catchment area. * Create career development programmes which are in line with the organisations goals and provide participants with the necessary skills and experience to succeed in their careers. * Support Line Managers in dealing professionally with their apprentices, graduates and team members undertaking continued professional development. * Being the first point of contact for Apprenticeship and Graduate programmes. * Proactively monitor the attendance and progress of learners whilst meeting with stakeholders regularly. * Responsible for maintaining the Company Training Matrix for both obligatory and discretionary training. * Provide relevant learner information to managers and work closely to identify company/department needs and develop strategies to attract and retain talent. * Support ambassadors within the organisation during their mentorship of new talent. * Cover reception for sickness/holidays * Any other reasonable duties as may be required.   This job specification will be subject to change with the introduction of the new HRIS. |

**PERSON SPECIFICATION**

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| **Job Title:** HR Officer   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Minimum 2-year proven experience in a HR Role | * Third level qualification in a related discipline * CIPD qualification | | Relevant Experience | * Experience in dealing with recruitment and resourcing. * Ability to liaise with all employees from shop floor to Manager level. * A working knowledge of dealing with disciplinary and absence issues | * Experience gained in 200+ employee environment. * Experience in a manufacturing environment | | Skills & Competencies | * Well organised with excellent interpersonal skills * Evidence of effective planning and time management abilities * Awareness of current legislation affecting employees and employers * Proficient in the use of MS Office software (particularly Excel) |  | | Circumstances | * Able to work flexibly as required to meet business needs |  | |
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