



HR Advisor

Salary: Band C (£24,435 - £33,315 per annum).
Job Type: Permanent, Full Time, 40 hrs per week.
Location: London, North Acton.
Hours: Monday to Friday, 9:30am to 6:30pm.
Reporting to: HR Director.
Department: HR
Reference: HRA / DEC 2018.
Closing Date: 4 January 2018

About Us

Our love of creating an amazing visual spectacle and being part of something special, drives who we are, and what we do, every day.

At Neg Earth Lights, we are at the top of the game. Voted favourite lighting rental company in the UK for the last 5 out of 7 years. We deliver quality and innovation on time, every time.

We believe that everything is possible. Whatever we do, we do with respect and passion within an exciting and inspiring community where everyone can excel. Using our collective creativity and resourcefulness, we truly believe that we can turn challenges into opportunities. The show must go on!

Come and experience the show from the best seat in the house. Get your hands on the latest and best quality equipment on the market and work with world renowned Lighting Designers. Set your career goals and follow your career development path while being part of a fun, inviting and diverse company culture.

About You & The Role:

An exciting opportunity has arisen for an HR Advisor to join our team. Reporting to the HR Director, the purpose of the role is to provide generalist HR support and guidance on employment law and staffing matters to Managers and Employees.

Are you a great communicator and collaborative problem solver? Is building and maintaining strong relationships really important to you, even in challenging times? Are you a resilient self-starter who prioritises like a pro to stay ahead of the game? Can you respond calmly and maintain focus when faced with the challenges of last minute changes? Do you enjoy sharing your knowledge whilst adding to your own skill base?

You'll play an essential part in your team and company success story by:

- **Demonstrating strong HR Generalist knowledge and experience:**
 - Ensuring that Policy and Procedure updates reflect current legislative changes.
 - Project Management of the installation and roll out of the new HRIS system, including audit of information. Preparing executive summaries and reports for management and directors on request.
 - Coordinating companywide bi-annual Performance Reviews Process.
 - Co-managing industry specific Skills Rotation Scheme for graduates and undergraduates.
 - Preparation of, and input into, the monthly employee and weekly casual payroll.
 - Managing company benefits and employees enrolment into the Private Healthcare, Cash Scheme and Pension Schemes.
 - Support to the Director in relation to Grievance and Disciplinary procedure
 - Administrative support including sickness absence and annual leave recording, and following up with management and their teams as necessary.
 - Providing guidance on general staff questions and requests.
 - Supporting the Talent Engagement and Development Advisor with companywide training activities, recruitment, on boarding and induction processes as and when needed.
 - Maintaining great working relationships with all internal and external stakeholders.

Your Skills, Qualifications and Experience

We can't live without your:

Experience and Knowledge

- Proven HR Advisor experience in a commercial environment.
- CIPD Level 5 HR Management.
- CIPD Level 5 Employment Law.
- Proven experience managing payroll.
- Proven experience managing Benefit Schemes.
- Discretion and an understanding of confidentiality issues.
- Intermediate IT Skills, including Microsoft Word, Excel, Outlook, PowerPoint and Visio.
- Creative and practical problem solving abilities

Organisational skills

- High level of accuracy, with impeccable written and verbal communication skills
- Ability to work autonomously whilst being a real team player.
- Willingness to take ownership and accountability and see things through to completion.
- Ability to work under pressure and to tight deadlines, demonstrating resilience, flexibility and ability to maintain positive relationships.
- The show must go on so providing a 7 day operation/service is key. Therefore the ability to work paid overtime on occasions, including weekends is essential.

What's in it for you?

- Working with exceptional people, the latest technologies and being a part of a team making remarkable events happen.
- The opportunity to continue to grow and develop whilst working alongside a skilled team in a supportive culture.
- We'll take care of your physical and mental wellbeing with our Private Health Insurance and Pension Scheme, our Internal Wellbeing and Mental Health Awareness training scheme and onsite company gym.
- Free onsite parking
- As you'll be a star employee, you'll have the opportunity to be considered for an annual bonus.

Does this sound like you? Do you love challenge and are ready for an amazing career in a vibrant industry?

Get in touch! We can't wait to hear from you!

Click apply, or email on people@negearth.co.uk

Equal Opportunities:

We are an Equal Opportunities employer. We'll be happy to help with any specialist arrangements in order for you to apply or interview for this role. Let us know and we'll do our best to make all possible adjustments.

Note:

We really appreciate you taking the time to read more about Neg Earth Lights and the role. We try very hard to reply to each applicant. If you haven't heard from us within 10 working days past the mentioned closing date, feel free to give us a nudge!