

**HR Officer****Wednesbury****Salary: £27,000 to £30,000****Closing Date: Wednesday 30<sup>th</sup> September 2020**

Midland Metro Ltd is a new company that is owned by the West Midlands Combined Authority. It is an inspiring time for Midland Metro Ltd as the Combined Authority delivers a £1.3 billion investment plan set to significantly expand the tram network, bringing even greater connectivity to people, places and business.

**The Role**

We have an exciting opportunity for an HR professional to join our team in Wednesbury, to provide support to the business and colleagues as it continues to grow.

Dealing with day to day HR related enquiries, you will provide advice and guidance to managers on employment issues, whilst also providing support to the Head of HR & OD.

This is a varied role in which you will be required to support managers with key issues such as absence management and disciplinaries, coordinate recruitment & selection activities, manage the onboarding and induction process for new staff, interface with payroll and ensure legislation, policy and best practice guidelines are followed at all times.

What you'll need:

- Proven experience in a similar role
- Excellent knowledge of employment law
- Experience of dealing with a wide range and volume of ER cases
- HR experience within a Service Delivery sector
- Experience in compiling reports and analysing data
- Have experience with training, coaching or mentoring staff
- Evidence of managing change
- Good attention to detail
- Good communication skills, both written and verbal

Ideally, you will have:

- GCSE Maths and English at Grade C or above
- CIPD or proven work experience
- Good IT skills and competent in O365, including Excel and PowerPoint.

What we offer in return?

- Competitive salary
- 25 days holiday, plus bank holidays
- Free travel on West Midlands Metro and National Express bus services for you and your partner
- Pension and life insurance
- Discounted gym membership.
- Access to an Employee Assistance Programme (EAP)
- Company Uniform

Are you interested? We'd love to hear from you.

Questions:

What is your notice period?

What is your salary expectation?

How many years' experience do you have in HR?

Do you have any training related experience?

Do have any project management or general management experience?

Please apply with your CV along with a covering letter detailing your suitability for this role to [Recruitment@westmidlandsmetro.com](mailto:Recruitment@westmidlandsmetro.com)

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**Interviews to be held in October 2020**