



Operated by Midland Metro Ltd

Position: HR and ER Officer
Location: Wednesbury, West Midlands
Salary From: £28,000 per year (depending on your experience)
Contract: Permanent
Closing date: 5th December 2021
Interview date: 9th December 2021

About us:

West Midlands Metro is the region's popular and growing tram network, operated by Midland Metro Limited (MML). MML is owned by the West Midlands Combined Authority. It is an inspiring time for MML 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.

About the role:

Our mission is to deliver a safe and secure, reliable, and sustainable tram service. Do you want to be part of that mission?

Do you have Generalist HR experience with strong knowledge and understanding of Employee Relations and Industrial Relations? If so we're recruiting for a HR and ER Officer to join our team based in Wednesbury.

Within this role you will:

- Lead and advise on disciplinary, grievance and absence management. Attending meetings and taking notes as required.
- Manage and maintain employee data to ensure managers kept up to date with probationary period expiry dates, maternity leave dates, levels of employee sickness absence, visa expiry dates, DBS and driving licence checks and additional right to work checks as required.
- Prepare contracts of employment, offer letters, and draft other correspondence
- You'll be the first point of contact, supporting managers with any HR queries they may have.
- You will maintain employee data with daily data entry & administration of the HR system.
- Assist in recruitment & selection activities.
- Support the HR team on legislation, policy and best practice guidelines, ensuring these are followed.
- You'll produce monthly HR Reports and Statistics for Senior HR members.
- You'll support the team with ad hoc projects from benchmarking exercises, performance management, staff communications, to training programmes and other ad hoc work as required.

About you:

Our ideal candidate will have:

- Experience in a similar fast paced HR generalist role
- Ability to manage multiple and complex employee relations caseloads.
- Strong knowledge of employment law
- Educated to CIPD level 5-7 or equivalent or working towards this.
- HR database management experience
- Experience of compiling and reporting on HR Statistics
- You'll be an excellent communicator with experience of building and maintaining positive working relationships with existing, potential and external stakeholders

What do we offer in return?

- Competitive Salary.
- 25 days holiday + bank holidays.
- Free travel on West Midlands trams and buses for you and your partner.
- Contributory Pension Scheme.
- Life Insurance
- Discounted Gym Membership.
- 24/7 365 Employee Assistance Programme (EAP)
- Cycle to Work Scheme
- Company Uniform

If you are looking to start the new year with a new role, we'd love to hear from you! Please send a copy of your CV and Covering letter to Recruitment@westmidlandsmetro.com

Questions

Do you have experience of working in a similar HR Generalist role? Y/N

Do you have experience of complex employee relations cases? Y/N

Can you describe an experience of where you have struggled to get a management buy in for a crucial decision?

Have you experience of dealing with multi caseloads Y /N

Please confirm if you have had any experience in managing projects

Are you educated to CIPD level 5-7 or equivalent? Y/N

Please rate your employment law knowledge and experience?

Do you have experience of the below?

- HR database management
- Analysing HR and reporting on HR statistics