

Job Description/Opportunity	
Job Title	HR Advisor
Location	Office-based at our Head Office in Basingstoke, Hampshire, UK
Tenure	Permanent, Full time/Part-Time
Package	Competitive basic plus pension, profit share, 22 days pro rata leave plus benefits
Objective	<ol style="list-style-type: none"> 1. Be responsible for HR administration including contracts, employment and payroll changes 2. Support Employee relations - providing HR support and advice on disciplinary, performance and absence management issues etc 3. Administration of the Company appraisal & continuous professional development /training programme 4. Assist staff payroll and benefits programme
Key Tasks	<p>The opportunity here is to join a world leading environmental team with a globally recognized brand, that delivers climate change solutions and reduces carbon emissions.</p> <p>As a growing business with an increasing headcount you will be our first dedicated HR employee. There is an opportunity to make this role your own and to grow with our business.</p> <p>We are looking to review, update and formalise our existing HR processes and procedures, and when needed, implement new ones from scratch.</p> <p>You will be advising the directors where necessary and bringing your HR experience and expertise to the role.</p>
Candidate Requirements	
Profile	<p>Personal Qualities</p> <ul style="list-style-type: none"> • Self-Starter • Highly driven • Ability to challenge the 'status quo' and stand up against entrenched thinking/silo working • Excellent communication skills – you should be able to communicate with project team members and top team alike • Ability to manage change, whilst commanding respect of broad teams • Tenacious Team player
Qualifications & Experience	
Skills / Knowledge	<p>You will have worked previously in HR and completed your level 3 CIPD /working towards it</p> <p>Ideally you will have worked in the service sector</p> <p>Up to date knowledge of employment law</p> <p>Fully competent across all the Microsoft Office packages</p> <p>Excellent F2F communication skills, at all levels</p>

Please apply with your CV to wendy.buckley@carbonfootprint.com (no agencies please).