

Group HR Advisor

An exciting opportunity has arisen for a talented and experienced Group HR Advisor to join our team in supporting the Group HR Strategy and operational plan to achieve our purpose, 'to bring the beautiful into people's homes and lives'. As the central point of contact, you will be the go-to person for all employees here at Sanderson Design Group, providing advice on all people related issues including employee engagement, reward, performance and employee relations.

Responsibilities

- Supporting the Group HR Strategy and operational plan by delivering consistent, accurate, timely and commercially focused advice to line managers and team members
- Acting as the first point of contact for all line managers on HR queries; guiding and upskilling them on the correct procedures ensuring sound understanding and best practice
- Proactively advising and coaching managers on all aspects of the employee lifecycle including disciplinaries, grievances, absence management, flexible working and redundancy; escalating to more senior members of HR as required
- Providing advice and playing an active role supporting line manager in annual and mid-year reviews, development and change processes
- Updating and maintaining HR information system data as well as preparing HR metrics and data insights to share with the wider HR team to support decision making, enable positive change and action within the business
- Ensuring up to date HR and legislative knowledge to apply in the role and share changes/information with the wider HR Team and business as required
- Monitoring, reviewing, and updating all HR policies and ensuring these are in line with current legislation
- Supporting the HRBP in partnership with Finance to track actual spend against forecast monthly using knowledge of new starters, leavers and employee changes within designated client group
- Where necessary, supporting managers in ER related matters; owning and preparing accurate letters and documentation as required
- Using HR information systems to access, input and compile data to improve people plans, monitoring key recruitment metrics (turnover and retention) and sharing action plans for improvement
- Working collaboratively with line managers in team planning; reviewing and updating job descriptions as well as negotiating terms and conditions of employment with staff
- Working collaboratively with line managers and the Group HRBP to define employee training needs and deliver line manager training on employee relations and other HR activity
- Acting as the point of contact for all line managers as well as the wider HR team; promoting the use of HR systems and tools, supporting with the HR Induction Programme, and reviewing all paperwork prepared by the HR Administrator prior to issue

- Contributing to the continuous improvement of the HR team, systems, and practice; proactively identifying, developing and implementing process improvements to enhance service efficiency and accuracy as well as writing information briefings on a range of HR-related topics

Skills & Experience

- Proven work experience as an HR advisor, HR consultant or similar role (CIPD/ CPP qualified)
- Proven experience advising managers on complex HR operational activity, including dismissals and redundancies
- Previous experience coaching line managers to upskill in people management
- Detailed knowledge of employment legislation and its practical application within the workplace including recruitment and selection
- Ability to build relationships quickly at varying levels of seniority, influencing stakeholders and challenging appropriately
- Experience using HR information systems including, accessing, inputting, and compiling data
- Curious and proactive approach to work
- Practical and logical with the drive and determination to solve problems quickly
- Personable with strong communication and relationship building capabilities across all levels
- Ability to remain calm under pressure, learn quickly, deal with conflict and maintain resilience
- Excellent written communication skills to produce succinct correspondence, reports, present information,
- Experience of working with line managers in identifying development needs
- Experience of working effectively in teams as well in supervising team members and assuming responsibility for workload allocation when required
- Experience in providing advice and support to senior managers on strategic matters
- Experience in leading projects and implementing new initiatives
- The ability to research, analyse and reason logically within tight and conflicting timeframes and competing priorities with diplomacy
- Ability to design clear and fair company policies
- University degree and/or equivalent

About us

Sanderson Design Group PLC is a luxury interior furnishings company that designs, manufactures and markets wallpapers, fabrics and paints. In addition, the Company derives licensing income from the use of its designs on a wide range of products such as bed and bath collections, rugs, blinds and tableware.

Sanderson Design Group's brands include Zoffany, Sanderson, Morris & Co., Harlequin, Scion, Clarke & Clarke and Archive by Sanderson Design. The Company has a strong UK manufacturing

base comprising Anstey wallpaper factory in Loughborough and Standfast & Barracks a fabric printing factory, in Lancaster. Both sites manufacture for the Company and for other wallpaper and fabric brands. Sanderson Design Group employs approximately 600 people, and its products are sold worldwide. It has showrooms in London, New York, Chicago, Paris, Amsterdam, and Dubai. Sanderson Design Group trades on the AIM market of the London Stock Exchange under the ticker symbol SDG.