

## JOB OPPORTUNITY

Graduate HR Advisor (salary range c.£25,000)

## TIMING

Closing date 31st May 2022

## CONTACT

Email your CV with a covering letter to [kim.bishop@land-water.co.uk](mailto:kim.bishop@land-water.co.uk)

## ABOUT LAND & WATER

Land & Water is first and foremost an environmental company, full of people who are passionate about caring for our coastline and the nation's network of rivers, streams, wetlands and waterways. We are the UK's largest independent civil engineering company working in the complex environment where land and water meet. We have 40 years of experience and we have managed complex and sensitive projects in a huge variety of locations. You can trust us to find solutions and deliver the best results for every project. From modest beginnings 40 years ago, our business has grown and flourished based on our recognition that we need to support the changing landscape and environments we live in and leave the world a better place.

[www.land-water.co.uk](http://www.land-water.co.uk)

## OUR CORE VALUES & BEHAVIORS

### PASSION & EXCELLENCE

Pursing a can-do attitude; being proactive and owning our work. Challenging the status quo and loving what we do.

### RESPECT

Aware of our impact on others; we value openness and carefully listen to the review of others. We respect our colleagues ourselves and our environment.

We look after the tools of our trade.

### COLLABORATION

We work together to achieve a common goal.

### EMPATHY

We demonstrate a caring approach to our colleagues, our customers and ourselves.

### HONESTY & INTEGRITY

When something goes wrong we own it. Learn from mistakes and avoid it happening again.

## OUR CORPORATE COMMITMENT

Land & Water have a fundamental commitment to the three pillars of sustainability, people, planet and prosperity and expect all team members to take this into consideration in all their duties.

## ABOUT THIS ROLE

An opportunity for someone recently CIPD qualified looking for their first role in HR. The offices are in an area of outstanding natural beauty in the Surrey Hills and would suit someone who wants to work in a quiet idyllic setting (Albury). The role will require travel to other offices and temporary sites on an ad hoc basis so a driving licence is a must. This is an exciting opportunity for someone keen to learn and progress in a friendly family-run business with a culture to be proud of.

There will be plenty of opportunity to gain experience in a wide range of HR subjects and to participate in improvement projects underway or planned across the Group of companies.

## DETAILS

- Research latest best practice and case law and keep company policies up-to-date
- Support recruitment and selection activities across the business, identify new ways of attracting employees in skills shortage areas and take responsibility for filling specific vacancies
- Produce contractual documentation for new starters and internal changes
- Input employee data into the HR database and generate regular reporting
- Support company-wide programmes such as Investors in People re-accreditation
- Support the Training Manager with identifying and managing training requirements
- Participate in wellbeing forums established in the company
- Undertake research in relation to annual salary reviews and provide support for the process each year
- Participate in employee relations activities and build experience to handle cases personally over time

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## KEY ACCOUNTABILITIES

- Recruitment & selection
- Researching HR topics
- Supporting the management of training across the businesses
- Learning about HR in practice
- Producing and/or overseeing HR administration activities

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## DUTIES & RESPONSIBILITIES

- The role will develop as the individual's knowledge and experience grow.
- There are a host of improvement projects underway which the incumbent will have the opportunity to be involved in.

## PERSON SPECIFICATIONS

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### QUALIFICATIONS AND TRAINING

- Psychology degree
- Chartered Institute of Personnel & Development qualified (Grad CIPD)
- Will suit newly qualified person with no experience

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### SKILLS AND EXPERIENCE

• Strong written and verbal communication	
• Self-management and able to work autonomously	
• Teamwork and interpersonal skills	
• Problem-Solving Skills	
• Ability to work under pressure	
• Microsoft Office skills	
• Confident in using HR-related systems	

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### PERSONAL ATTRIBUTES

• Eager to learn	
• Aligned to company core values	
• Strong work ethic	
• Proactive	
• Resilient	
• Able to build rapport with a range of people at all levels	
• Reliable	