

HR Officer - Omega Plastics Group

Who we are and what we do

The Omega Plastics Group comprises two businesses – Omega Plastics and Signal Plastics. We provide high quality plastic injection mould tooling, components, assembly and technical solutions on time and with exceptional customer service.

Omega Plastics operates across four main sectors: industrial and technical, consumer, automotive and medical. We specialise in low to high volume plastic injection moulding using 13 injection moulding presses, ranging from 30 to 330 tonnes. In addition, we integrate plastic mouldings into more complex assemblies which we manage on behalf of our customers. We hold ISO 9001 and IATF 16949 certifications and are based in a 45,000 sq. ft facility on Team Valley Trading Estate in Gateshead, which is also our group head office.

Signal Plastics specialises in high volume plastic injection moulding and assembly, with 13 injection moulding presses ranging from 40 to 1,300 tonnes, some with robot demoulding and packing capability. Its customers include some of the biggest names in the automotive and industrial and technical products sectors. It is based in a 43,500 sq. ft facility on Bentall Business Park in Washington.

The group is growing, with a workforce of over 170 colleagues (from 90 in 2019) across both businesses and we continue to invest in our people, infrastructure and facilities. Our people are key to the success of the business. We offer a competitive salary and benefits package and invest in the training and development of our colleagues.

Find out more about us here: <http://www.omegaplasticsgroup.co.uk/>

The role

We are looking for an experienced **HR Officer** to join us and be responsible for providing day-to-day generalist HR support to managers and colleagues across our group. You will work closely with the management team for the site as well as our HR Administrator and have the full support of our Head of HR.

If you are passionate about people, have relevant HR experience, have great organisation and communication skills and are keen to join a motivated, dynamic and growing business this will be the role for you. In addition to the day-to-day employee relations matters, you will champion our vision and values, supporting on group-wide projects around colleague engagement, benefits and continuous improvement of our employee experience.

All candidates must be currently eligible to live and work in the UK.

Pay and benefits

We offer a salary between **£25,000 – £28,000** (depending on qualifications, skills and experience), 25 days annual leave (plus the usual public holidays), death in service, company pension, non-contractual bonus scheme, employee assistance programme, Cycle to Work scheme, work wear provided, free hot drinks and other benefits.

This is a permanent, full-time role.

To apply, please send a **covering letter setting out why you are suitable for this role** together with a **CV setting out qualifications and experience** to careers@omega-plastics.co.uk by **4pm on 1 July 2022**.

Job Specification

Role Purpose

- Provide day-to-day generalist HR support and advice to managers and colleagues, following our policies and procedures and relevant employment laws/regulations.
- Oversee HR administration and compliance, reporting against KPIs
- Support Head of HR on group-wide projects

Main duties and responsibilities

- Model and champion the behaviours and values we expect all our colleagues to demonstrate
- Promote health and safety as a priority in employee relations interactions
- Be the first point of contact for line managers and employees for HR matters.
- Support line managers (through advice and process support) with:
 - Recruitment and induction of new employees and liaison with agencies for supply of temporary workers;
 - Disciplinary and grievance procedures
 - Absence management
 - Performance and development reviews
 - Training and development plans for colleagues
 - Ad-hoc HR related queries from employees
 - Managing the leaver process
- Oversee work of the HR Administrator to ensure:
 - all time and attendance records are accurate and any other matters affecting employees' pay are properly recorded for payroll to process
 - compliance with legal and regulatory requirements related to HR (e.g.: right to work checks, GDPR and data security requirements)
 - site HR notice boards are maintained and updated
- Report on HR-related KPIs to Head of HR
- Support with investigations (disciplinary/grievance or health and safety) where appropriate
- Work with colleagues to organise events/rewards for colleagues through the year (e.g.: Christmas celebrations, long service awards), both site-specific and across the Group.
- Support Head of HR with delivery of group-wide initiatives, including around communication and engagement with colleagues
- Any other duties relevant to role as required to meet the needs of the business

The ideal candidate

The ideal candidate will possess all the essential requirements, and be capable of, or have the potential to be trained to, an acceptable standard in the desirable ones.

Essential

- Care about people – have a desire to support delivery of our people strategy by providing an excellent experience for our colleagues and recruitment candidates
- Experience as an HR Officer or similar in a generalist HR role
- Experience of supporting with disciplinary, grievance, absence management matters (including attendance at hearings and supporting managers through the procedures)
- Be highly organised with the ability to successfully multi-task and prioritise workload, manage own time effectively and take ownership of projects and tasks
- Tact, diplomacy and respect for the confidentiality of the work we do
- Ability to work independently and collaboratively with colleagues across the Group
- Good technical knowledge of legal, procedural and regulatory/HR matters
- Excellent written communication skills, in particular letter writing and producing clear, concise guidance to managers
- Excellent technical skills using Word, Excel and PowerPoint to create and format a variety of documents and reports
- Excellent attention to detail
- Positive attitude to respond flexibly to change in a fast-paced and agile manufacturing business
- Support continuous improvement by questioning and suggesting changes

Desirable

- Experience in a manufacturing environment
- Experience of working with different types of employment and working arrangements (e.g.: salaried and hourly paid employment contracts, temporary agency workers, apprentices)