

Role Profile

Job Title : **Production HR Advisor**
Department : **HR**
Band : **Operations 3**

Function of the department/section & main purpose of the job:

Talented people, in their many manifestations, lie at the very heart of Aardman's activities. The recruitment, development and training of people to the very highest level is absolutely critical to the continued success of Aardman as an Employee Owned company. The HR team ensures that Aardman has the right talent in the right place at the right time as well as ensuring that all HR operational activities and procedures are fully aligned with the Aardman values and culture.

The HR Advisor is responsible for providing a day to day generalist service to Gas Ferry Road and Aztec West production based employees.

Duties & Responsibilities:

Short Term Crew:

- To advise and support producers and line managers on all HR issues at both Aztec West & Gas Ferry Road, to include contractual, pay, welfare, working time and other employee/crew issues.
- Second supporting contact at Aztec West in absence of Head of Production HR.
- To carry out inductions for new starters at Aztec West.
- To assist the Head of Production HR with group redundancy consultation processes at the end of Productions.
- To advise and manage (along with the Head of Production HR) organising maternity & paternity projects.
- To oversee Crew Booking Forms completed by Apprentice HR Administrator
- Recording and safely storing in line with GDPR personal details for all crew
- To check invoices for the weekly payment run for both GFR & Aztec West in absence of Apprentice HR Administrator.
- Assisting with general crew administration such as crew logs at Aztec West
- To advise and manage workplace visas, including recording of EU Settlement status' and issuing, managing and maintaining Certificate of Sponsorship and all other eligibility to work in the UK checks.

Short Term Talent & Recruitment:

To advise and support the internal recruiter and internal departments with short term crew recruitment at both sites including shortlisting and interviewing as appropriate

Learning and Development:

- To work with the Academy on strategies to engage with local communities and schools to expand opportunities for internships and placements at Aardman.
- To advise on, organise and administer all shadowing, unpaid placements & internships at sites, ensuring appropriate feedback and follow up as appropriate.

General HR/ Wellness:

- To be an advocate for employee wellness, including organising general & bespoke workshops for employees benefit and liaising with the PRG on these matters as appropriate.
- To manage the Simply Health scheme – including dealing with renewals ensuring best price, checking and approving invoices for payment, updating starters and leavers and making decisions on who to add/remove for both sites.
- To provide support to the Head of Production HR by advising and facilitating the Features annual performance review process
- To work with the HR Manager - Corporate on the implementation and management of internal systems such as fusion & external systems such as Eploy.
- To keep up to date on changes in employment law, recommending changes as appropriate to ensure compliance and to ensure these changes are reflected in the Aardbook, policies and communicated to line managers.
- Annually (at the start of each year) and quarterly, run a report on all staff holiday records. Then update the Fusion database with accurate holiday records and email everyone with their new annual allowance.
- Annually (approx. Sept/Oct - prior to reviews) to monitor and report on sickness absence over 10 days in the preceding 12 months and notify the Director of People and Culture of outcomes.
- To provide ad-hoc statistics and reporting, as required.
- As part of the HR team, to carry out benchmarking & research activities/projects as well as job evaluations.
- As part of the HR team, to be a point of contact for all personnel related queries and to deal with them in a friendly and helpful manner.
- To support and mentor the Apprentice HR Administrator.
- To ensure the HR section of company website and intranet is up to date with the relevant information.

Responsible to: Head of Production HR at Aztec West

Specific Functional Contacts:

- Company-wide
 - Potential employees/work experience candidates
 - Recruitment agencies, schools, colleges, job centres, training providers
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Person Specification:

- 2 years minimum HR experience.
- Part/fully qualified CIPD Level 5.
- Able to maintain a high level of confidentiality and diplomacy.
- Excellent interpersonal skills and a good listener
- Excellent administrative and organisational skills with a high level of attention to detail.
- Strong Communication skills.
- Ability to prioritise and organise own workload without supervision.
- Experience of maintaining systems & knowledge and experience of using databases.
- Intuitive and enthusiastic approach to problem solving.
- Flexible, friendly and supportive approach to team.
- Able to act on own initiative.
- IT proficient – Microsoft Office (essential).
- Able to undertake cross site travel (occasionally).

Updated December 2022