

Job Title	HR Business Partner/ Snr HR Advisor
Department	HR
Cour Hours Required	37.5hrs per week – Hybrid minimum 3 days onsite after training (while training a requirement of 5 days onsite is needed).
Probation	3 months
Salary band	£40,000 - £45,000

What makes Neg Earth different and what we can offer you?

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable future for the live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team takes great pride in our reputation for innovation, quality, and reliability. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

Your training and development take centre stage; from your first day with us we will encourage and support you throughout your career. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable your managers to help you succeed and our competencies guide your development enabling you to realise your full potential. We create an inspirational environment rewarding employees for their hard work.

Our vision is one that is sustainable for Neg Earth Lights, our Team, the Live Events Industry and the Planet. With us, everything is possible, and we strive to ensure every member of our team is acknowledged and can take pride in their delivery of projects..

Is Neg Earth the right fit for you?

We are looking for self-motivated individuals with plenty of initiative who use their ability to develop strong relationships to deliver exceptional customer service. Working proactively and collaborating with others to overcome problems and resolve issues.

Our reputation for excellence requires attention to detail and a high level of accuracy combined with a natural curiosity around what makes things work.

If you like to immerse yourself in exciting and challenging environments and work both independently and as part of a diverse team, then Neg Earth Lights could be the place for you.

The role

The HRBP will provide generalist HR Support to the HR Team, Finance (payroll information) and Stakeholders together with responsibility for the recruitment and onboarding processes (manually and through our ATS). In addition, the HRBP will provide ongoing HRIS support to all users as required.

Additional responsibilities will involve supporting learning and development activities in line with identified business targets and monitoring of HR Shared mailbox together with the HR Team.

HRIS

- Ensure accuracy of information recorded in HRIS.
- Provide reports on an ongoing basis as requested by management.
- Upon completion of the above conduct audits on the information going into the system to ensure that processes are being followed and information is accurate for payroll reporting.
- Holidays recording and reporting ensuring approval is sought and individuals informed of outcome of their request.

Recruitment and Onboarding:

- Liaison with line managers with regard to JD draft support as required;
- Publish and monitor job adverts on job boards as required;
- Lead on recruitment and onboarding activities, manually (via excel trackers) as required - including job advertisement, interview scheduling, CV and Candidate shortlisting support, contractual offers, new starter process administration, induction management and delivery, on-boarding and probation completion monitoring; Update org chart as required (Visio);
- Ensure all new starter documentation is gathered and recorded in HRIS for payroll and organizational chart of updated.
- Autonomously manage our new starter, recruitment and leaver procedures, by accurately recording information in Cascade and Workable and ensuring all required parties are promptly informed as required (IT, Finance, Health and Safety, Line Managers and MDs).
- Ensure the timely completion of Probationary Reviews and end of probation confirmation.

Payroll:

- Collating the information into the payroll spreadsheet to forward to the Finance department for payment.

Employment Law:

- Through personal research and Croner liaison, ensure Policy and Procedure updates reflect current legislative changes.

Employee Relations:

- Working with managers to achieve a more efficient and engaged workforce, as well as a streamlining of processes and ease of information flow.
- Sickness absence recording, monitoring /Interpretation to ensure that Management is informed of potential issues to address with their teams.
- Support with general staff questions and requests.

Company Benefits:

- Management of the month to month enrolling and removal of employees for BUPA, Health Shield and the Pension Scheme.

Line Management Reporting Line:

- HR Director.
- Managing Director

Personal attributes, Skills, Qualifications and Experience:**Essential**

- Ability to effectively plan and organise workload and the initiative to resolve issues quickly in an appropriate manner.
- Proven HR Advisor experience in a commercial environment.
- ATS administration experience
- HRIS administration experience
- CIPD Level 3 HRM.
- Exceptional written and verbal communication skills.
- Intermediate IT Skills, including Microsoft Word, Excel, Outlook, Powerpoint and Visio.
- Ability to work under pressure and to tight deadlines.
- Good organisational and time management skills.
- Discretion and an understanding of confidentiality issues.
- Ability to work on your own initiative.
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines.

Desirable

- CIPD Level 5 HRM.
- CIPD Level 5 EL.