

HR Advisor

工作职责

A central point of contact in the HR team for employees and managers for all HR topics within their area of responsibility. They provide expertise in and timely execution of HR policy and process guidance, HR best practice and employment law knowledge.

- Guide and support managers with employee relation cases such as disciplinary, grievance, performance management, absence cases and flexible working requests.
- Support recruitment processes, inductions and completion of probation periods.
- Assist with contractual change requests such as promotions and secondments and processing the documentation of these.
- Process leaver documentation, conduct exit interviews for leavers and collate feedback for business improvement suggestions.
- Be a substitute for payroll processing as and when required, for example to cover holidays and absence.
- Assist Company benefit programme administration, communication and training.
- Facilitate the annual appraisal process.
- Support in identifying training requirements and support managers with training booking and tracking.
- Run manager and employee training sessions on HR topics.
- Liaise with occupational health for referrals, appointments and adjustments.
- Promote employee wellbeing activities across the Company.
- Assist managers with absence management processes, such as long term sickness, capability reviews, sabbaticals, maternity and paternity cases.
- Ensure employee records are up to date and high levels of data quality and confidentiality are followed.
- Travel to other AUMOVIO and customer sites as and when required.
- Conduct HR projects as directed, as well as supporting other business and country level projects as required.
- Ensure knowledge of employment law is kept up to date and that company HR policies and procedures are appropriate.
- Facilitate employee engagement activities.

职位要求

- Relevant degree or CIPD qualification preferred but not mandatory.
- Previous experience working in a HR environment. Unionised environment would be advantageous but not mandatory.
- Previous experience of supporting employee relations cases, specifically disciplinaries, grievances, absence management and performance management as well as supporting HR-related projects and policy and procedure writing.
- Driving license required due to travel requirements.



职位号码

REF10242Z

所在地

Ebbw Vale

领导力级别

个人贡献者

法律实体名称

AUMOVIO Systems UK Ltd.

我们可以提供

Ready to take your career to the next level? The future of mobility isn't just anyone's job. Make it yours! **Join AUMOVIO. Own What's Next.**

关于我们

Since its spin-off in September 2025 AUMOVIO continues the business of the former Continental group sector Automotive as an independent company. The technology and electronics company offers a wide-ranging portfolio that makes mobility safe, exciting, connected, and autonomous. This includes sensor solutions, displays, braking and comfort systems as well as comprehensive expertise in software, architecture platforms, and assistance systems for software-defined vehicles. In the fiscal year 2024 the business areas, which now belong to AUMOVIO, generated sales of 19.6 billion Euro. The company is headquartered in Frankfurt, Germany and has about 87.000 employees in more than 100 locations worldwide.