

Looking after the things people care about, wherever they are.



Who are we?

Texecom combines innovation and technology advances to look after the things people care about, wherever they are.

With a strong heritage founded in electronic security, Texecom has a proud history of providing products and services that protect millions of people and properties around the world.

With today's security challenges changing more rapidly than ever before, and with tech-savvy customer expectations of perceived value at an all-time high, Texecom is committed and focused to developing future-proof products and services that deliver meaningful value to all who use them.

People Services Advisor

This is a new position reporting to the Head of People Services and working alongside our existing People Services Advisor to build a proactive People Services function that supports our teams and adds value to the business.

Duties & Responsibilities

- Provide advice to leaders on a range of people issues including employee relations, recruitment & selection, performance management, and learning & development.
- Implement policies and procedures where gaps are identified. Train managers on those policies to ensure a good understanding and consistent implementation.
- Manage the recruitment process from vacancy approval to offer of employment – includes writing job adverts, shortlisting, and screening applicants.
- Manage the onboarding and induction process for new starters.
- Work with managers to address sickness absence in a timely manner, providing guidance on both short-term and long-term absence cases.
- Handle employee relations cases, such as disciplinaries, grievances and absence management in a fair and consistent manner.
- Keep up to date with HR trends and employment law – update policies in line with employment law changes in a timely manner.
- Manage people related projects and initiatives aligned to the business strategy.
- Identify and implement employee engagement initiatives.
- Maintain accurate and up-to-date employee records and documentation.
- Update the employee app with relevant communications.
- Support the existing team with project work.

What skills & experience will you bring to the team?

- Approachable with excellent communication and interpersonal skills. The ability to build rapport and trust with managers and employees at all levels.
- Strong organisational skills with the ability to multi-task and prioritise.
- Ability to use initiative and problem solve.
- Ability to influence and guide managers into making the right decisions.
- Strong attention to detail.
- Solid understanding of HR best practices.
- Previous experience working within a HR Advisor role.
- CIPD qualification – level 5.

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