



www.teesactive.co.uk

Tees Active is a successful Leisure Management Company that operates state of the art leisure facilities in the Borough of Stockton-on-Tees including: 3 gyms, 3 swimming Pools, an Ice arena, sports centres and a Watersports facility. We are committed to training and personal development and employ over 230 people in a multitude of professional disciplines.

HR Adviser Hours: 18.5-20 hrs p.w. (Job Share -Wednesdays afternoon, Thursdays and Fridays)

£27,227 per annum pro rata

Redheugh House, Thornaby-on-Tees

We have an excellent opportunity for a skilled and ambitious CIPD qualified HR professional looking for their next challenge within our exciting and fast-paced company.

You will support the HR Manager to provide a responsive, comprehensive HR service to managers and staff. Responsibilities will include recruitment and selection, attendance management, employee relations casework, advising on terms and conditions and Company policies, contract support, payroll management support and processing DBS applications. You will also be responsible for supervising a HR Assistant and for managing specific ad hoc HR projects.

To contribute to our small but busy HR team, you should have completed your CIPD qualification and have a minimum of 2 years generalist HR experience of dealing with a full range of HR operational issues. You must have effective communication, interpersonal, organisational and IT skills and thrive in a fast-paced, service based environment.

The postholder will hold a valid driving licence as the role involves attending meetings at our six venues.

For an informal discussion, please contact Dee Carty, HR Manager, on (01642) 528111.

The post will require the successful candidate to have an enhanced DBS disclosure due to the post being a counter signatory for DBS disclosures.

Benefits

- Free Swimming and Gym membership and discounted class rates
- Pension Scheme including employer contributions
- Employee benefits package
- Bespoke professional training and development

To apply

To be part of our successful team please download an application via
www.teesactive.co.uk/careers

Closing date: 13 February 2019.

Completed applications should be returned to recruitment@teesactive.co.uk or by post to: HR Team, Redheugh House, 3rd Floor, Thornaby Place, Thornaby, Stockton-on-Tees, TS17 6SG.
CV's will not be considered.

If we have not contacted you within 6 weeks of the closing date, we would thank you for your interest in the vacancy but on this occasion your application will not be progressed.