

AP Racing is the world's most successful Brake and Clutch supplier to the Motorsport market, providing systems to every F1 championship winner for the past 50 years. AP Racing is also a leading supplier of Brake and Clutch systems to the high-performance automotive OEM and aftermarket.



HR Generalist / HRBP

Scope:-

Provide general day to day HR support to operations and support the Head of HR to deliver Brembo Group requirements.

Assist the Head of HR in relation to all HR, Employee Relations, Benefits, Payroll, Communication, Welfare, Recruitment, Retention, Training & Development and other administration for employees and temporary staff as required and in compliance with statutory obligations/compliance and best practice (CIPD/ACAS)

Role & Responsibilities:-

- Support the Head of HR with delivering the aims and vision of the department
- Deputise for the Head of HR in formal meetings where applicable and necessary
- Support with reporting requirement to Group and achievement of HR KPI's
- Support with general HR matters, including reviewing and developing relevant company policies and procedures and providing advice in relation to employee performance, conduct and absence management
- Provide confidential ad-hoc advice and assistance to employees and managers
- Support management with coordinating and preparations for disciplinary and grievance hearings
- Support meetings by taking minutes when required
- Administration, coordination and support of recruitment, probationary, promotion and leavers processes
- Maintain contracts, personnel files and other employee information to GDPR requirements
- Maintain the HR systems and link to the payroll system
- Develop and maintain a robust induction programme for new employees
- Coordinate and administer training and development programmes and liaising with external training bodies as required. Maintain all training records including providing support in relation to Health & Safety training records for employees
- Administration and coordination of internal training programmes including student internships, work experience, graduate programme and employee development programme.
- Assist the Head of HR and the Quality Systems Manager with the Occupational Health programme maintenance and issues/solutions
- Support the Quality System Manager with audit preparation including IAFT
- Manage the recruitment lifecycle from sourcing agency providers, ad response and selection, through to invoicing of agency workers.
- Manage the 'All Employee Healthcare programme'
- Support where required with communications and formal meetings with Staff Council and Union
- Support the Head of HR with any ad-hoc projects
- Support reception and ad-hoc administration where necessary
- Complete and maintain accurate, timely documentation and records as required by the Company, include compliance to legal, audit (IAFT etc) Group and Border Agency requirements.
- Maintain the required standards of Health & Safety and housekeeping
- Contribute to the continuous improvement of HR processes and practices operated by the Company
- To embrace new technology including new software whenever required by the business.
- To attend training courses as required.
- Complete and maintain accurate, timely documentation and records as required by the business.
- Maintain the required standards of Health and Safety and housekeeping.
- Support other teams and functions as required by the business.
- Undertake self-development activities as required by the business.
- Undertake any other tasks or duties as required by any Director/Head or relevant level authority within the business
- Contribute to the continuous improvement of processes and practices operated by the Company

Person Specification:-

- Proven knowledge and experience of HR Generalist activities
- Agile & Resilient
- Pragmatic approach
- Personable and approachable nature
- Attention to detail
- HR Systems knowledge
- Working knowledge of MS Office specifically Excel

Education/Experience:-

Degree – in Business or HR Related topic preferred

Professional – CIPD Qualified or part Qualified

Experience – 2-5+ years' experience, preferable in a similar industry or environment including employee relations (unions experience)

To be considered for an exciting role, please contact HR@apracings.co.uk with CV and Salary details.

Strictly no agencies please

