

HR Advisor

Location: Flexible – Mosstodloch/Forres, Moray or Aboyne, Aberdeenshire

Contract: Full time, permanent

James Jones & Sons Ltd is a 5th generation family business and one of the UK's largest and most progressive timber processing companies with core activities in timber harvesting, sawmilling, pallets & packaging, and distribution. We operate from 26 sites across the UK, 19 Australian and 2 New Zealand sites and employ over 2,100 people. In the UK, we operate seven sawmills throughout Scotland and the north east of England: an engineered wood manufacturing plant in the north of Scotland and pallet and packaging operations at 14 sites across the UK. We produce high quality, British grown timber for the UK construction, landscaping, and agricultural sectors; market-leading JJI-Joists for the housebuilding and construction markets and pallets and packaging for blue chip domestic and exporting businesses.

For further information about James Jones & Sons Ltd, visit www.jamesjones.co.uk

About the role:

Our team is expanding, and this is a new role, reporting to our HR Business Partner (North).

You will provide general HR support to our 5 sites in Aboyne, Forres, Kirriemuir, Airlie and Mosstodloch, working collaboratively with Site Managers and their leadership teams to ensure all people related aspects and operations are fully aligned. You will also work with other stakeholders including Administrators, Payroll and Health & Safety.

You will provide advice, guidance and facilitate a wide range of activities including recruitment, training, employee relations case management, attendance, wellbeing and organisational development. As part of the wider Group HR team, you will also contribute to Group activities such as policy development, process improvement etc.

There will be a requirement for travel given the spread of James Jones sites in the North.

Hours of work are Monday to Friday, 08.45 to 17.00, 37.5 hrs per week.

Key tasks and responsibilities:

- Act as the first point of contact for general HR queries from managers and employees, providing timely and professional responses
- Provide advice and guidance on the correct interpretation and application of HR policies and procedures
- Managing recruitment campaigns and collaborating with recruiting managers to recruit, onboard, train and retain the best talent

Key tasks and responsibilities continued:

- Maintain accurate and up-to-date employee records on the HR system and manual files, ensuring compliance with GDPR and data protection regulations
- Manage the occupational health and health surveillance processes, working in partnership with colleagues in Health & Safety
- Support all colleagues, including managers, to develop their skills and capability
- Accurately complete all HR administration processes
- Note taking at meetings where required

Skills and Experience required:

- As a minimum you will have a CIPD Level 5 qualification or significant hands-on generalist HR experience in an operational role
- Experienced and competent in general HR, with previous experience in all aspects of the employee lifecycle
- Always demonstrate absolute discretion and confidentiality
- Must be able to communicate effectively, sometimes with people who are experiencing emotional difficulty
- Able to constructively challenge and influence
- Strong attention to detail and accuracy
- Must be able to manage a range of tasks at any one time, re-prioritising and managing expectations

Remuneration and benefits:

- Competitive salary
- 33 days annual leave (including statutory holidays)
- 11% employer pension contribution
- Health & Wellbeing services (remote GPs, mental health support, physio)
- Access to a wide range of retail and leisure discounts
- Life assurance cover x4 of salary, after 3 months

Application and recruitment process:

Please send your CV to: - Lisa Marie Brennan, HR Business Partner, Mosstodloch Sawmill, Garmouth Road, Mosstodloch, Fochabers, Moray, IV32 7LH or E-mail Lisamarie.brennan@jamesjones.co.uk.

Closing date for applications is 5pm on Friday, 25 April 2025. Please note, should we receive a high volume of suitable candidates we may close the vacancy earlier.

Applicants must be able to provide eligibility to work in the UK without the need for sponsorship.