

**French Resources has been selected to work with Momentum, partner of Eurostar, to recruit a HR Advisor, ideally French speaking.**

**This is an on-site role based by St Pancras train station.**

**The role:**

This is an exciting, varied role working in a small but busy HR department that is vital to their people operations for the London base. You will take charge of the HR department processes, ensuring we are giving the best service possible to the staff. As they are a small company, you will be expected to assist other areas of the business as well, but this won't phase you as you will be someone who will love the challenges it brings and the knowledge you will gain. You will be supported by an experienced HR assistant and you will need to build a strong professional relationship with and provide day-to-day line management.

The successful candidate will be hired on a full-time contract, with a 6-month probation period.

**Key responsibilities:**

- Advise, coach and support employees and line managers on a wide range of ER issues across the full employee life cycle, ensuring fairness and consistency
- Provide ER advice in line with legal compliance and consistency with Momentum's values
- Lead on absence and long-term sickness cases
- Ensure prompt response to employee queries and in person support as appropriate
- Provide ongoing briefing and coaching for managers on ER policies
- Ensure all people related business activity is legally fully compliant
- Complete all line management tasks for the HR Assistant
- Manage the recruitment process for all candidates by providing assistance with interviewing and development of role profiles. As appropriate, advise on approach for recruitment of roles
- Ensure all policies are up to date/ create new policies and ensure they are legally compliant
- Working within a unionised environment on any planned HR changes and all ER matters ensuring good relations
- Day to day management of HR department
- Assist departments with payroll processing, helping employees with queries
- Managing the drugs and alcohol process, ensuring testing is completed
- Support the London HR Project Manager with business agenda
- Confident in all activities related to the Employee Life Cycle (from hiring to contract ends)

*\*This is not an exhaustive list*

**About you**

To be successful in this role, you will need to be a real people focused person who wants to show their HR skills as well as getting a great overview of our whole business.

**Essential Personal Qualities**

- Excellent communicator with a very high standard of written and spoken English with proven experience within a face to face environment
- Ability to proactively connect with your stakeholders and to influence them

**French Resources Ltd – 0845 519 1945 – [info@french-resources.co.uk](mailto:info@french-resources.co.uk)**

Registered office: Heathmans House, 19 Heathmans Road, LONDON SW6 4TJ. Registered in England and Wales No. 6956655

- Tenacious, resourceful, resilient and ability to handle difficult situations
- Comfortable in dealing with the ambiguity or challenging situations
- **Excellent confidentiality skills and employment law knowledge**
- Ability to handle often difficult situations while remaining in charge and professional and to find solutions to problems in a timely manner
- Willingness to develop others to a high caliber of output and delivery and day-to day management of a HR Assistant, including performance reviews
- Ability to work on your own with minimal supervision, creating a close relationship with the London Human Resources Manager and the HR Assistant
- If you speak and write French as well that is a bonus, although not a requirement! As most of our employees are French nationals or French speakers, you will need to have a good understanding of French culture and be able to connect with everyone
- CIPD qualified or any other relevant qualifications (Human Resources, Psychology or Business Administration)

### **Their offer**

You can expect a great working environment and superb benefits to match including: Meal allowance, discounted Eurostar tickets, the opportunity to earn an extra 10% of your basic salary per annum under the Companies PRP scheme (after completion of your probationary period), contributory pension scheme, discount in selected shops within St Pancras station and many more!

This is a full-time role working 35 hours per week, and is mainly an office based role. There may be occasions where you have to start a bit earlier or finish a bit later, but this will be on a rare occasion, although you will be able to demonstrate flexibility when needed. There may also be the odd occasion where you will need to travel to one of our international bases and stay overnight.

**If you feel your skills and experience would fit into this role, we encourage you to apply by using the following email address [hr@momentumltd.eu](mailto:hr@momentumltd.eu)**