



## HR Generalist

**Salary: Up to £40,000 per annum (Full-Time Equivalent)**

**Hours: 3 days per week (Flexible of days)**

**Contract: 3 month fixed term contract**

**Location: Remote (United Kingdom)**

AES is an award-winning consultancy firm that works with some of the leading UK housebuilders and developers, delivering high quality energy and sustainability advice and assessments to the construction and property industries.

We are seeking a highly skilled HR professional to join our dynamic and growing HR team on a 3-month fixed-term contract. This role is pivotal in supporting a critical departmental transformation project, designed to enable the Deputy HR manager in evolving the function. We are looking for someone with the expertise to provide strategic HR guidance, deliver comprehensive support, and contribute professional insight to drive meaningful progress during this transformative phase.

### Key Accountabilities:

Providing support to the Deputy HR manager in a range of HR activities across AES and its subsidiaries. Including but not limited to:-

- Assist in creating, developing and implementing HR policies and procedures, ensuring compliance with employment legislation and regulations.
- Manage a complex and sensitive caseload of disciplinary, grievance, capability and attendance, issues that arise from departments/managers, advising and assisting with individuals.
- Support in managing the dedicated HR Inbox and providing HR advice, guidance and support for managers and employees.
- Provide support to the HR function and assist with day-to-day HR operations.

## Competencies:

- Support the implementation of employee engagement programs and initiatives to enhance the workplace experience.

### Essential

- To have achieved or be working towards CIPD Level 5 accreditation or higher.
- Strong understanding and demonstrable experience of HR principles, best practice and employment law.
- Comparable industry/sector experience.
- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills and ability to remain calm under pressure.
- Ability to handle sensitive information with confidentiality and discretion.
- Ability to work collaboratively as part of the HR team.

### Desirable

- Previous change management experience in a people-led organisation

## Our Benefits:

- ✓ 25 days annual holiday allowance plus statutory days and a holiday buy/sell scheme
- ✓ Contributory pension
- ✓ Discretionary bonus
- ✓ Staff social events
- ✓ Flexible hours
- ✓ Remote working
- ✓ Life assurance
- ✓ Electric vehicle scheme
- ✓ Health insurance

AES is a proud equal opportunities employer.

For more information or to discuss any other opportunities we have at AES please email our Recruitment Specialist on:

E: [recruitment@aessc.co.uk](mailto:recruitment@aessc.co.uk) | T: 01884 242 050

Please note, due to the high volume of applications we get, we reserve the right to close the advert early. Therefore, please submit your application as soon as possible.

