



# HWM Global

Innovations that keep  
critical resources flowing.

## Job Description

**Job Title:** HR Advisor

**Reports to:** HR Manager

**Location:** Cwmbran – Ty Coch and Ty Glas Sites

**Working hours:** Full time, 37.5 hours per week, Mon to Fri

Date Prepared: October 2024

### Company Information:

HWM Global (Halma Water Management or HWM) is a group of successful water conservation companies who have joined forces under a single sales, design and distribution network to manufacture and supply flow measurement, data logging, and leak detection solutions for the water industry. Our extensive experience and unrivalled innovation has made us a world leading team with an international reputation for technology, quality and service. Together, we provide an unparalleled range of products and services for the water industry. We are proud to be part of Halma, a major worldwide technology group making safety products and products that improve quality of life. As an integral part of [Halma Plc](#), Halma Water Management has the strength and credibility of a FTSE 100 plc Company with the financial resources to match. Halma has been trading for over a century and has a level of corporate pride second to none. Their customers range from small enterprises through to some of the largest companies in the world, and they export products globally, currently to over 50 countries.

### Job Purpose:

We're looking for an HR Advisor who can work with the business and the HR Team to deliver our People Agenda that is a key component of the business achieving its ambitious growth plans. This role will report to the HR Manager and will work closely with managers and employees on various aspects of people management – in particular, absence management, parental leave and broader employee relations. You'll be part of a small HWM Global HR team supporting our businesses in the UK and US and you'll also interact with a global network of HR colleagues in the Halma Talent and Culture team. Our mission as an HR Team is to help create an environment in which people can thrive.

### Main Responsibilities:

- Provide support to managers and employees on all matters relating to our staff handbook and people management policies and procedures

- Track and highlight individual employee absence and support line managers with the appropriate steps to manage absence in their teams – including return to work conversations, occupational health referrals, issuing letters of concern and invoking the disciplinary process should that be required
- Manage the parental leave process, ensuring that employees provide the required documentation and supporting managers and employees with the arrangements to enable the leave to take place in an agreed manner.
- Remind managers when probationary review meetings are due and provide support with probation extension conversations if required
- Support the HR Manager with individual ER case management – potentially supporting line managers with note-taking at formal disciplinary meetings
- Support the HR Team with policy and process reviews as required
- Support specific HR project work or other HR work within the HR Team as required
- Support recruitment, induction and training events as required
- Support annual activities such as pay review
- Act as an ambassador for our key goal of being a Great Place to Work and participate in diverse projects and activities to improve the experience of our employees and managers

### **Qualifications / Skills / Experience**

- Working towards a CIPD qualification (or already has significant HR experience)
- Experience of people management practices
- Experience of working in a manufacturing environment is preferred but not essential
- IT Literate and with some experience of HRIS – ideally Workday!
- Knowledge of UK employment law

### **About You**

- Demonstrates good judgement and common sense
- Pragmatist with a can-do attitude
- Constantly looking to improve the employee and manager experience
- High energy individual and performance focused
- Strong attention to detail
- Team player
- Organised and methodical
- Calm under pressure
- Desire to add value and make a broad contribution to the HR team and HWM business

### **How to Apply**

To apply for this vacancy please contact us at [hr@hwm-water.com](mailto:hr@hwm-water.com) sending your CV with a covering letter stating why you feel you're particularly suited to this role.