



HR Advisor

Location: Head Office

Full-time | Competitive Salary (Based on Experience)

We're a small but fast-growing company based in South Wales working on exciting high voltage infrastructure projects across the UK. As part of our continued growth, we're looking for an HR Advisor to join our close-knit, supportive team.

About the Role:

The HR Advisor will provide expert guidance to the UPL Directors, Managers and Employees on HR Policies, Procedures, and Best Practices, handling recruitment support, performance management, Employee relations, training co-ordination, and maintaining HR systems, acting as a key link for smooth HR operations and compliance. They will offer advice on hiring and onboarding to complex Employee issues and Policy updates, ensuring consistency and legal adherence throughout UPL. The role ensures statutory duties are met in accordance with UK legislation, Client requirements, and Unity Power's accreditations to ISO 9001, ISO 14001, ISO 45001 and ISO 27001. This role is essential to promote, adhere to and live our workplace values of being honest, committed and inventive.

Key Accountabilities:

- Ownership of HR administration processes, including maintaining accurate personnel files, contracts, documentation, and the implementation of a HR system/software.
- Ensure compliance with Employment Law, Company Policies, and Industry Standards.
- Monitor training, certifications, and renewal requirements for Field Engineers.
- Maintain and update the HR Folders and digital filing systems.
- Manage end-to-end recruitment processes: Advertising, screening, interviews, offers.
- Prepare job descriptions and employment contracts.
- Co-ordinate onboarding, inductions, and probation processes.
- Ensure all new starters are fully inducted and set up on all company systems.
- Provide first-line support for Employee queries and concerns.
- Advise Directors and Managers on absence management, performance issues, conduct and capability.
- Support and document investigations, disciplinarys, and grievance processes.
- Promote a positive, healthy workplace culture.
- Develop, review, and implement HR Policies and Procedures.
- Support the development of Company Handbooks, templates and forms.
- Ensure the business remains compliant with changes in legislation.
- Assist with Payroll preparation: timesheets, overtime, allowances, expenses.
- Maintain records of holidays, sickness, and other absences.
- Oversee benefits such as pensions, healthcare, and vehicle allocations.



- Assist in implementing appraisal systems, competency frameworks, and progression pathways.
 - Support Directors and Managers with development plans for staff.
 - Work closely with Project Managers to ensure engineer movements, allocations, and resourcing are documented.
 - Support with workforce planning and forecasted labour requirements.
 - Assist in aligning HR processes with the operational needs of large-scale Engineering Projects.
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Essential Qualifications & Certifications:

- Previous experience in an HR Advisor or strong HR Administrator role.
- Knowledge of UK Employment Law and HR Best Practice.
- Strong organisational and administrative skills.
- Experience managing Employee relation cases.
- Excellent communication and interpersonal skills.
- Ability to work independently and prioritise workloads.
- Experience within a Construction, Engineering, Utilities or similar industry (Desirable).
- CIPD Level 3 minimum (Level 4 preferred).

Join us and play a key role in building the future of high voltage power systems while working in an environment where your contribution is truly valued.



To apply, send your CV to admin@unitypowerltd.co.uk

We look forward to hearing from you.