

# HICKORY

**Job Title:** HR Advisor

**Reports to:** Managing Director

## The Role

We're looking for an energetic and super-organised HR pro to join the Hickory team at our Edinburgh (West End) HQ. Our people are, no question, the most important aspect of our growing hospitality and events business, and you'll be helping recruit, nurture and support our fantastic workforce.

This role includes creating job ads, shortlisting candidates, interviewing and issuing contracts, processing personal information and getting involved with induction and onboarding. Basically, immersing yourself in everything to do with our staff, and as part of our central business support team, you'll need to be able to work independently and use your own initiative – in other words, we need to you to be happy to think on your feet, always with colleague support every step of the way.

## Key Responsibilities

- Recruitment – creating job descriptions, placing adverts, candidate liaison, interviewing, selection, and issuing offers and contracts
- Onboarding – everything from keeping in touch prior to starting, processing all new start information, contracts of employment, and payroll information
- Inductions – ensure all new employees have a full induction plan and 90-day work plan
- Coordination of probation periods – prompting with managers and monitoring
- Employee Benefits – manage bespoke benefits package, liaising with external company and including new employees
- Updating Employee Company Handbook and key policies
- Coordination of performance management with managers, reporting issues to the appropriate manager and HR Dept
- Maintaining HR CRM System and training records
- Providing management information to Board

## Key Skills / Qualifications / Experience

- Recent experience of working within an HR environment
- Ability to prioritise key tasks, meet strict deadlines and to manage conflicting priorities
- Self-motivated with strong interpersonal skills with the ability to build and maintain strong relationships with both employees and managers
- Ability to work independently with minimal supervision
- Excellent written and verbal communication skills including delivery of presentations to Board
- Ability to plan, organise and work under pressure in a fast-paced, complex environment
- A keen eye for detail as accuracy is important
- Strong IT skills

## Contract Type

- Part time/ permanent – 3 days a week

## Salary

- Depending on experience

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## Benefits

- Enhanced benefit package flexible to suit the needs of our team  
29 days holiday, including an extra day of annual leave on your birthday

## About Hickory

We deliver showstopping food and drink experiences in incredible venues, locations and sites across Scotland, developing lasting partnerships.

Our values are embedded in our teams, instilled in our business and vital to our customers. Rooted in respect for our people, the places we work and our planet, we are driven to deliver the very best service we can for our customers.

Working for Hickory, you'll be joining an established team with a focus on exemplary standards in everything we do. We're passionate about training, learning, and developing our future stars, innovation and leadership from within. We aim to promote a culture of respect throughout the food, drink and events industry and to ensure 5\* service, and product quality is delivered to our customers at every touch point.

We focus on quality, and we know that to attract a quality team we must look after our own, so we have created an enhanced benefit package that's flexible to suit the needs of our team.

## The Hickory Way – Our Values

### **Bold**

We make creative choices that inspire innovative opportunities for our clients, our teams and the industry. We own our choices, and they make us stand out from the crowd.

### **Genuine**

We operate with decency, we are true to our word and build authentic relationships and experiences.

### **Respect**

We treat others how we'd like to be treated ourselves. We have respect for our people, places and planet, and if we say we'll do it, we deliver it, exactly.

### **Partnerships**

We take time to nurture relationships, collaborating in the most creative ways to find effective methods of delivering success.

### **Excellence**

We go the extra mile to deliver on our commitment to quality work. Our training and development is second to none thanks to our all-encompassing quality system.

**To apply, please email your CV & covering letter to [jobs@hickoryfood.co.uk](mailto:jobs@hickoryfood.co.uk).**