

Job Description

Primary Information

Job Title	HR Graduate
Division	Tarmac
CRH / Tarmac Leadership Level	Individual Contributor
Location(s)	Solihull, United Kingdom
Function	HR
Direct reports	HR Manager, Corporate Functions

Position Overview

Purpose and scope of the role.

Our people are our greatest asset at Tarmac and our HR Graduate Programme is designed to provide opportunity to develop functional skills and knowledge in Human Resources, while supporting HR teams in various UK materials functions.

With day-to-day support in HR operations along with rotations across different teams during the first 2 years, developing relationships with HR colleagues and stakeholders is key. Placements offered will set our Graduate on a career path in Human Resources, allowing them to grow into a HR Advisor destination role.

We will provide full funding and support for your CIPD level 3 / 5 qualification ensuring that you get the professional accreditation for all the hard work that you put in!

Key Tasks and Responsibilities

In this role, you will:

- Rotate through the different HR departments to gain a holistic understanding of HR (Talent, L&D, I&D, HR Ops, Reward).
- Work with HR team members to always ensure compliance with employment law and company policies & procedures.
- Advise line managers and Operational HR Teams on HR Policies that fall within Talent, Reward, Payroll, HR Admin, Learning and Development and Inclusion & Diversity.
- Support on a variety of projects that link with our wider strategic people plans.
- Collect and analyse data to assist the Operational HR team to draw insights into trends.
- Support Management Teams to develop strong relationships as part of engagement initiatives.
- Contribute to the wider HR team by sharing and collaborating with colleagues.
- Support HR training and coaching practices

Key Characteristics

For this role you should be/have:

- You'll be willing to travel to different sites locations across the UK as part of your training programme, holding a full UK driving licence is therefore required.
- Self-starting and strong collaboration skills, being able to work as part of a team and independently.
- Strong numerical & analytical skills
- Excellent communication and interpersonal skills.
- Organised with the ability to prioritise and multi-task.
- A genuine passion to grow a successful career in this field.

Key Functional Competencies

We want our early careers programme joiners to be individuals who'll demonstrate -

- A drive to succeed - We **empower** our early careers joiners to bring the real 'you' to the workplace.
- Willingness to learn - We want you to **grow your own way**, within your day-to-day role, learning about the wider business and our industry.
- The ability to be agile - Demonstrating adaptability and having a **positive impact** within your teams.
- Excellent relationship building skills - **Better together!** You'll be someone who values the benefits of working within a team environment, and being part of a culture where you'll be encouraged to contribute

Tarmac / CRH Behaviours & Experiences

Behaviours

Shape our future	Customer Focus - Building strong customer relationships and delivering customer-centric solutions. Self-development - Actively seeking new ways to grow and challenge using both formal and informal development channels.
Drive our impact	Action Oriented - Taking on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm. Drives Value - Consistently achieving results, even under tough circumstances. Situational Adaptability - Adapting approach and demeanour in real time to match the shifting demands of different situations.
Inspire our people	Collaborates - Building partnerships and working collaboratively with others to meet shared objectives. Communicates Effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. Fosters Inclusivity - Recognises the value that different perspectives bring to an organisation. Instils Trust - Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Experiences

Delivering at Scale	Business partnering (Functions) Built respectful enduring relationships with internal and external stakeholders. Achieves outcomes that meet both their own needs and that of their stakeholders. Continuous improvement and operational excellence Suggested improvements to existing procedures. Driven greater efficiencies and streamlined processes within assigned area. Promoting a safety climate Improved the safety of products and production / operational processes. Dealt with an important safety related issue.
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**Broadening
Perspective**

Business exposure

Has had exposure to a broader network of people at different levels across the organisation and outside of the organisation (professional or industry groups).
Understands how different areas of the value chain impacts each other's performance.

Key Challenges

Communicating with senior stakeholders

Experience interacting with and tailoring their communication to engage senior audiences.

Domain expertise

Holds relevant qualifications, knowledge, and experience in their area of responsibility. Could include academic qualifications e.g. accountancy, IT programming languages.

English language proficiency

Has the English language skills required to do their job effectively.

Experience / Education

You are/have:

- Educated to a bachelor's degree level in any subject area although degree disciplines within Human Resources Management or Business related, Communications or Social Sciences would be of specific interest.

Other (Key) Dimensions

While learning in your day-to-day role, you will also complete our Core Skills Graduate Development Programme.

This programme is delivered through 8 modules over 2 years, designed to expand business knowledge, strengthen soft skills and offer networking opportunities to enable a successful transition to your destination role.