



TCR Group – HR Advisor

Human Resources Advisor – Heathrow Site (with travel)

The Opportunity

Join our dynamic HR team as a Human Resources Advisor and provide expert guidance across a wide range of people practices. Your professional expertise will support effective employee relations, performance management, onboarding, and compliance with employment legislation, contributing to a positive workplace culture.

Key Responsibilities

- Deliver timely and accurate advice on HR matters including disciplinary, grievance, capability, and absence management.
- Monitor adherence to attendance policies and manage action plans with line managers.
- Support Union-related meetings and ensure consistency in HR policy application.
- Support annual health surveillance and wellbeing initiatives.
- Collaborate on engagement programmes and action plans to maintain high engagement levels.
- Assist in developing and rolling out HR training on core processes.
- Support annual appraisals, ensuring development needs are captured and addressed.
- Work with managers to drive improvements in KPIs such as absence, performance, and employee retention.
- Coach managers on the use of self-service systems and digital HR tools.
- Ensure timely and accurate HR administration in partnership with the HR Administrator.
- Maintain and review job descriptions and support recruitment activities.
- Oversee onboarding and induction processes in line with compliance standards.
- Manage pre-employment checks, including Airside pass applications.
- Support internal audits and ensure ongoing alignment with HR procedures and ISO frameworks.

What We Are Looking For

Skills & Experience

- Proven experience in an HR Advisor or similar generalist role.
- Solid understanding of employment law and HR best practice.
- Effective communication, interpersonal and problem-solving skills.
- Strong IT literacy, including MS Office; ADP knowledge desirable.
- Experience in unionised environments (preferred).
- Able to manage sensitive issues with professionalism and confidentiality.
- CIPD Level 5 (or working towards).

Behaviours

- Resilient and proactive, with a hands-on approach.
- Detail-oriented and committed to continuous improvement.
- Strong organisational and time-management abilities.
- Builds positive relationships across all levels of the organisation.
- Upholds integrity and promotes a fair, inclusive culture.

♥ Why You Will Love Working With Us

- Be part of a collaborative and supportive HR function.
- Engage in meaningful work that supports employee wellbeing and business performance.
- Opportunities to develop professionally within a dynamic organisation.

♥ What We Offer

- 6% employer pension contribution.
- 3x salary Life Assurance.

- Private Medical coverage.
- Employee Assistance Programme (EAP).

About Us

We are a leading provider of vehicle maintenance and support services, committed to operational excellence, employee wellbeing, and service delivery. Our values – passion, integrity, accountability, and open-mindedness – guide everything we do.

Apply Now

Submit your CV and cover letter to join our HR team at Heathrow.

Working hours/days/shifts

Monday to Friday, 9am to 5:30pm

Hybrid working arrangement: three days based in the office and two days working remotely.