



# Collins Aerospace

## HR & Communication Industrial Placement - Banbury

### As a HR & Communications IP you will:

- Maintain a wide variety of HR systems.
- Support the HR team with site metrics, including absence, headcount, and payroll.
- Participate in Employee Engagement activity across site
- Support the recruitment and on-boarding process to ensure that new recruits receive a professional introduction to the business.
- Take part in various Employee Relations activities ensuring a consistent approach of Company policies.
- Support continuous improvement and ACE deployment through active participation on Lean Events, Workshops and Continuous Improvement activities. Proactively seek to identify opportunities for improvement.
- Maintain and support a wide range of communication activities such as a newsletter, site-wide emails, communication screens and notice boards.
- To assist with other activities as required in supporting the operation of the HR function

### You will bring to the role:

- Undergraduate on a Human Resources, Business or Law based degree
- Good level of computer literacy especially Microsoft Word and Excel
- Good attention to detail and work to a high level of accuracy
- Good interpersonal skills with the ability to build and maintain relationships at all levels of the organisation
- Have a proactive and organised approach to the various duties involved
- Able to work to tight deadlines and have a flexible attitude to respond to rapid changes in tasks
- Needs to be a confident and clear communicator in both written and verbal skills
- Must be able to work with confidential and sensitive issues with tact and discretion

As part of the legal requirement to comply with international trade controls, we require all candidates to successfully complete a Baseline Personnel Security Standard (BPSS) check including criminal record checks. In addition we will check the identity of all employees against various government denied party lists prior to making a formal offer of employment.

**To apply for this position please send your CV and covering letter to [hr.banbury@utas.utc.com](mailto:hr.banbury@utas.utc.com)**