



ellio cx



#JOB-2473962



Unit B, West Cork Business and Technology
Park, , Clonakilty,, P85 YH98



No of positions : 1



Paid Position



40 hours per week



Competitive



07/10/2026



04/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : joinus.uk@elliocx.com



Open your camera
app & point here
to view this ad
online



Employee Relations Partner

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

What you'll be doing:

- Manage and respond to day-to-day Employee Relations queries from managers and HR colleagues, providing clear guidance on relevant policies, procedures and processes.
- Triage issues, identify the appropriate route and escalate complex, sensitive, high-risk, legal, union-related, business-critical or precedent-setting matters promptly.
- Support managers with sickness absence processes and cases, including review preparation, documentation, meeting packs, follow-up actions and progress tracking.
- Prepare accurate ER case files, chronologies, case summaries, evidence bundles, investigation packs, invitations, outcome templates and supporting correspondence.
- Coordinate formal meetings and hearings, including scheduling, documentation, note-taking support and secure record management.
- Track cases across the UK and Ireland through agreed governance, maintaining case status, action logs, timelines, risk points and documentation quality.
- Monitor overdue actions and case progression, following up with stakeholders and escalating delays or material risks through the agreed governance route.
- Support disciplinary, grievance, performance, capability, probation, flexible working, sickness absence, redundancy, organisational change, consultation and TUPE-related ER processes.
- Support settlement agreement administration and engagement with internal Legal or external solicitors where directed and appropriately authorised.
- Apply agreed ER standards, templates and governance consistently across the UK and Ireland while recognising local policy and legal requirements.
- Maintain confidentiality, data protection and audit-ready record standards across all ER activity.
- Contribute to ER metrics, management information and insight on case volumes, themes, risks, recurring issues and opportunities for improvement.

What we're looking for:

- Practical Employee Relations experience in a complex, fast-paced organisation, ideally within

business services, outsourcing or another operational environment.

- Experience supporting a varied ER caseload, including disciplinary, grievance, performance, capability, absence and organisational change matters.
- Experience preparing formal case documentation, investigation materials, hearing packs, chronologies, outcome correspondence and accurate case records.
- Working knowledge of employment law and ER practice in both the UK and Ireland, with the ability to recognise jurisdictional differences and seek specialist advice when required.
- Experience supporting managers through formal processes and handling sensitive information with discretion and professionalism.
- Strong organisation, prioritisation and follow-through, with particular attention to deadlines, documentation quality, governance and auditability.
- Confidence using HR systems, case-management tools and Microsoft 365 applications to maintain records, track actions and produce management information.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]