**Job Description**

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| **Job Title** | **HR Advisor** |
| **Salary** | **£28,000-£30,000** |
| **Length of Contract** | **Permanent** |

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| **Main Purpose of Job:** |
| *To deliver a professional HR service to clients through management of the employee lifecycle and provision of HR advice and support across a broad range of generalist HR areas.* |

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| **Responsibilities** |
| **Client facing**   * Provide first line employees relations advice and support to all clients. * Maintain knowledge of all practices and procedures relevant to HR ensuring documents/ templates are up to date with current legislation and best practice. * Implement document packages for clients including telephone and email support * Provide technical support to all HR activities and services, including software development and implementation, for example, BreatheHR * Support clients to onboard employees and manage the employee life cycle including ensuring all legal obligations are met. * Draft Contracts of Employment and HR Policies for each individual client * Undertake contract, policy and process, and handbook review activities for clients. * Monitor developments in employment law and HR best practice. * Review and draft HR policies and procedures to achieve client organisation objectives. * Undertake grievance/disciplinary investigations, as per client requirements including taking detailed notes of meetings. * Delivery of payroll services, as per client requirements including processing periodic payrolls and co-ordination with client finance teams. * Placing of adverts for clients and management of recruitment administration including drafting job descriptions, scheduling interviews, managing feedback and co-ordinating offers. * Co-ordinating DBS and other vetting requirements for clients. * Managing ‘right to work’ process for clients including visa status and sponsorship. * HR projects for clients. * Use case and action management software to respond to client needs. * Be responsible for meeting targets and KPI’s re client activity and sales. * Ensure accurate recording of time spent on client activities for re-billing. * Commitment to CPD * Business development & marketing * Make regular contact with clients from a client care perspective. * Maintain excellent client relations with our wide client base * Coordinate with the company directors and team to provide support to all business developmental activities. * Support the development of website, social media presence and marketing for business. * Develop and promote personal professional brand to link to company’s aims and objectives   **Business Development & Marketing**   * Make regular contact with clients from a client care perspective. * Maintain excellent client relations with our wide client base * Coordinate with the company directors and team to provide support to all business developmental activities. * Support the development of website, social media presence and marketing for business. * Develop and promote personal professional brand to link to company’s aims and objectives |

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| **Person Specification** | |
| **Experience** | * Detailed understanding of payroll administration * At least 2 years generalist HR experience * Experience of managing employee lifecycle administration * Experience of using computerised HR/payroll systems |
| **Skills** | * High level of numeracy * Able to work with minimal supervision * Able to manage own workload and client workload * Excellent written and verbal communication skills * Understanding of recruitment and recruitment processes - * Organisational and administrative skills * Solid knowledge of employment legislation * Personable with strong communication and relationship building capabilities across all levels of the business * Practical and logical; able to solve problems quickly * Excellent, eagle-eyed, attention to detail. * Able to articulately and confidently break down and relay complex information, in understandable terms. * Excellent time management. * Customer focused, with a proven presence as an authentic and credible professional whose knowledge of the subject matter stands up to scrutiny. * Proven experience of using MS Office packages, including Word, Excel, Outlook, PowerPoint, SharePoint and Teams. * Flexibility to work remotely, visit customer sites across the east midlands and sometimes further afield and come into the office on a regular basis. * You will need to have the right to work in the UK as we are unable to support applicants who require sponsorship. * Full driving licence and able to visit client sites on a regular basis across the UK |
| **Qualifications & Requirements** | * CIPD Level 5 * You will need to have the right to work in the UK as we are unable to support applicants who require sponsorship. * Full driving licence and able to visit client sites on a regular basis across the UK |

**Last updated:** *September 2024*