**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

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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
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| **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
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| **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
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**Last updated:** *September 2024*