**Job Description**

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| **Job Title** | **HR Consultant** |
| **Salary** |  |
| **Length of Contract** |  |
| **Hours** | **37.5 hours**  **(Please note: We are flexible on hours and days, however would prefer full time but would consider part time)** |

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| **Main Purpose of Job:** |
| *Provide professional HR consultancy services to a wide range of clients across the whole HR spectrum including employee relations, learning & development, employment law, strategic HR, pay & reward.* |

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| **Responsibilities** |
| * Providing a full HR service to clients from employee relations to job design, recruitment, learning & development provision of HR metrics, and associated administration. * Assess the culture of each client and work alongside and support them to ensure delivery of their HR agenda both strategically and operationally. * Identify gaps and opportunities to deliver bespoke HR solutions to clients, * Take responsibility for specific client projects including grievances, disciplinary issues, TUPE, redundancy, employee reward and benefits and pay reviews. * Initiate and support clients with people change and transformation. * Support senior leaders to attract, retain and develop talent, through talent acquisition and talent management plans. * Implement and maintain a wide range of HR policies and practices for clients. * Conduct HR audits for clients. * Provide employment law and pragmatic advice tailored to the client’s business including liaison with employment lawyers where appropriate. * Design and deliver training & development for clients * Lead on resourcing and recruitment for clients * Trouble shooting high level issues with clients maybe outside the standard remit of HR. * Digitise our customers’ HR service where possible. * Managing customer relationships, ensuring that the customer is always happy with our services and proactively making suggestions for further enhancements including regular client care calls and visits. * Develop high level knowledge of our clients and treat their teams as an extension of our own. * Day to day supervision of members of the Advisor or HR Admin team. To include supporting personal development and setting objectives.   **Business Development & Marketing**   * Accountable with the team of consultants, for the monthly sales targets and results * Support our CEO to build a strong pipeline of new business (opportunity vs target) and taking the lead and conducting new business enquiry calls or visits. |

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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** | * You are likely to be working currently or previously as a senior HR generalist and have experience in SME;’s as well as larger organisations ideally a minimum of 3 years’ experience. * Commercially focused – you will be business savvy and understand the requirement to weigh up the employment and commercial needs * Strong employee relations knowledge and experience. * In-depth knowledge of HR principles, functions, methods and best practices * An advocate for change – bringing new and creative ideas to our clients and to our business * Confident and outgoing with effective written and verbal communication skills. * A sound understanding of payroll processing would be ideal to complement service delivery * You will bring sound and demonstrable HR expertise, alongside the ability to shape policy and strategy. * Solid understanding of research methods and analysis * Super organised with the ability to prioritise * Computer savvy with working knowledge of human resource IT systems * Ability to strategize and formulate business plans * An analytical mind with problem-solving abilities * Excellent communication and consulting skills * We have a great team to provide support, so delegation skills are a must * Be a team player – and yet able to work on your own when the need arises – you will need to be comfortable in working from the office, remotely, and be flexible to visit client sites across the UK * Flexible and adaptable to meet the challenges of the business * Competent user of Microsoft Office packages including Word, Excel, PowerPoint and SharePoint * Have project management skills ideally gained from a HR environment. |
| **Qualifications & Requirements** | * MCIPD qualified / L7 (would consider other qualifications with relevant experience) * 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*