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