

Job brief

We are looking for an HR Advisor to provide valuable guidelines on how to recruit, manage, evaluate and retain employees.

HR Advisor responsibilities include providing recruitment and selection support to hiring managers, designing and updating company policies and guiding managers in all employee related matters. To be successful in this role, you should ideally have an academic and professional background in HR, along with a good understanding of employment law and practices.

Ultimately, you will ensure our Human Resources department nurtures a healthy work environment and contributes to achieving our business goals.

Responsibilities

- Act as the first point of contact for hiring managers, employees and job applicants in all employee related issues
- Oversee the recruitment, selection and induction process
- Maintain accurate employee records using the company HRIS software (HR Toolkit)
- Address employee requests and potential issues (e.g. grievances, disciplinary matters)
- Ensure compliance with all industry audit and data requirements (e.g. BPSS screening, EDI monitoring)
- Design, update and help implement company policies
- Write, review and update job descriptions
- Liaise with our HR Legal Advisor to ensure adherence to current HR legal practices
- Work with the Training Manager to identify and support the personal development needs of all staff
- Work with others to retain Investors in People accreditation and other quality standards
- Liaise with the Finance Manager to ensure correct payroll data
- Monitor key recruiting metrics, like turnover and retention rates
- Research, recommend and monitor performance evaluation methods (e.g. employee appraisal systems)
- Train hiring managers on candidate interview and evaluation techniques
- Conduct internal surveys to gather employee feedback and identify areas of improvement

Requirements

- Proven work experience as an HR Advisor, HR Generalist or similar role
- Knowledge of employment law and practices
- Hands-on experience with Human Resources Management Software
- Ability to design clear and fair company policies
- Excellent interpersonal, communication and influencing skills
- Ability to prioritise with a problem-solving attitude
- CIPD – part/fully qualified
- BSc in Human Resources Management, Business Administration or similar field