

Role Profile

Overview	
Role	HR Adviser
Main Purpose	To provide advice and assistance to managers and staff in relation to a broad range of HR matters with a main focus on recruitment, staff development and wellbeing.
Department	Operations
Location	Head Office
Reporting To	Chief of Staff
Main Duties	
<ul style="list-style-type: none"> • Delivering high-quality HR advice to managers and staff on all aspects of the employee lifecycle ensuring compliance with policies, employment law and regulations • Providing HR support on all aspects of operational HR responsibilities including recruitment across Head Office and the wider group • Assisting with the management of all core employee relations issues (e.g. sickness, performance management, grievance and disciplinary procedures) • Assisting the Chief of Staff by providing appropriate support on complex employee relations issues • Championing the development of people management skills within the group • Contributing to the continuous improvement of HR systems and practices • Managing the dedicated HR email accounts 	
Key Result Areas	
<ul style="list-style-type: none"> • HR queries responded to promptly and accurately to agreed standards • HR systems and practices actively developed for increased efficiencies • Implementation, monitoring and evaluation of Personal Development Plans for all staff 	
Soft Skills	Technical Skills
<ul style="list-style-type: none"> • Excellent organisational/prioritisation skills • Multi-tasking • Meeting deadlines • Identifying staff development needs • Strong verbal and written communication skills 	<ul style="list-style-type: none"> • Ability to write and present information clearly • Generalist HR experience
Experience & Education	
<ul style="list-style-type: none"> • Minimum level 5 CIPD Certificate/Diploma qualified (or studying) or equivalent • Proven experience facilitating, advising, guiding and supporting line managers on a range of employee relations issues 	

- Demonstrable understanding of HR legislation and compliance issues
- In-depth knowledge of best practice HR operations & processes