

Role Profile

Overview	
Role	HR Adviser
Main Purpose	To provide advice and assistance to line managers in relation to a broad range of HR matters with a main focus on recruitment, staff development and well-being.
Department	Operations/HR
Location	Head Office, Manchester
Reporting To	HR Manager
Main Duties	
<ul style="list-style-type: none"> • Deliver high-quality HR advice to staff and managers in relation to all aspects of the employee lifecycle ensuring compliance with policies, employment law and regulations • Provide HR support on all aspects of operational HR including recruitment across Head Office and the wider group. • Assist with the management of all core Employee Relations cases (incl sickness, performance management, grievance and disciplinary processes) • Liaise with the HR Manager to ensure appropriate support provided on complex ER issues • Champion the development of people management skills within the group • Contribute to the continuous improvement of HR systems and practices • Manage the dedicated HR mail accounts 	
Key Result Areas	
<ul style="list-style-type: none"> • All HR enquiries responded to promptly and with accuracy • HR systems and practices developed for efficiency • People Management development 	
Soft Skills	Technical Skills
<ul style="list-style-type: none"> • Excellent organisational/prioritisation skills • Ability to multi-task • Ability to meet deadlines • Ability to identify staff development needs • Strong verbal and written communication skills 	<ul style="list-style-type: none"> • Ability to write and present information • Generalist HR experience • Experience with HRIS (desired)
Experience & Education	
<ul style="list-style-type: none"> • Minimum level 5 CIPD qualified or equivalent • Proven experience facilitating, advising, guiding and supporting line managers on a range of ER issues • Demonstrable understanding of HR compliance with legislation • In depth knowledge of best practice HR operations & processes 	