

Role Profile

Role Title: HR Advisor

Department: HR Team

Reports to: HR Manager

Overall Role Purpose:

The HR Advisor is responsible for supporting the Group's employees and their day to day needs.

Principal Accountabilities:

- Employee relations
- HR system management
- Payroll and HR administration

General Duties:

- Be the go-to friendly face for staff advising and guiding on all things people related, in particular benefits, policies, people systems and procedures
- Manage the seamless administration of the employee life cycle including payroll, induction, absence and leavers for the entire group
- Assist in improving and developing policies, procedures and processes so that they are clear, relevant and promote the firm's culture and values and make recommendations as appropriate
- Own and develop expertise on the HR systems in order to be an advocate and trainer of them
- Prepare management information reports to support continuous improvement in the management and monitoring of sickness absence and performance
- Maintain and update HR and Payroll information systems and files, ensuring the accurate recording of personal, employment, payroll and staffing establishment information
- Stay personally up to date with and help ensure that the firm's practices remain locally competitive and compliant with legislation
- Support on the management of casework relating to sickness absence
- Support the HR Manager on investigation, disciplinary, capability and grievance casework, ensuring legislation, policy and best practice are followed
- Develop and maintain strong relationships with agencies, suppliers and relevant Government Departments
- Support the HR Managers as directed

Professional Qualifications/ Education Level:	
Essential: <ul style="list-style-type: none"> • N/A 	Desirable: <ul style="list-style-type: none"> • CIPD member
Skills & Experience	
Essential: <ul style="list-style-type: none"> • Experience of managing payroll (ideally across multiple jurisdictions) • Strong attention to detail and accuracy • Excellent communication skills and confidence in dealing with employees at all levels • Proven experience of managing a busy workload, remaining organised at all times, and calm under pressure 	Desirable: <ul style="list-style-type: none"> • Cross jurisdictional HR experience •