

Job description and person specification

Job Title: HR and Recruitment Advisor/Manager	Salary: £36,076 – £40,000; depending on experience; (ENP01 – ENP03)
Contract: part-time or full-time, permanent	Closing date: 3 rd October 2021

The HR and Recruitment Advisor/Manager is a hands-on professional who advises and consults with management and employees on all HR related issues. The role is responsible for a broad range of HR functions including but not limited to recruitment and selection, employee relations, employee engagement, and other HR projects and initiatives. This role will be leading on recruitment (with admin support) so knowledge of in-dept recruitment processes is essential. The position will ensure compliance with all applicable laws, company policies and procedures and provide general support across all HR topics.

Key Responsibilities & Duties

1. Recruitment and Employer Branding (50%)

- Provide hands-on to managers on recruitment, selection and interviewing. Solid knowledge of recruitment best practice including diversity in recruitment and unconscious bias
- Improve the attraction of high number of qualified candidates: research perks and benefits offered by similar organisation but also wider market; work with Finance on costing
- Revamp/Launch of recruitment site/career page on LinkedIn; working with Marketing and Comms Department on Employer Branding on LinkedIn and our recruitment website;
- Coaching managers on recruitment and selection best practice; help writing JDs
- Ambassador of equality and diversity – working with Head of HR on Equality, Diversity and Inclusion strategy and demonstrating the value of diversity to the business
- Leading on Apprentice and volunteering programme across the business

2. Employee Relations (25%)

- Absence management - review absence policy and practices across the business; suggest recommendations on absence management including OH referral, return to work interviews, long term sickness
- Manage and oversee the administration of leaves of absence, including short, and long-term absence, maternity, paternity, unpaid personal leave, jury service, bereavement etc.
- Work on redundancy, restructure, performance improvement plan when needed
- Address and resolve employee relations issues including having responsibility for investigations, disciplinary, grievance and redundancies and partner with senior managers to make recommendations to determine the appropriate corrective actions.

3. HR Projects/other tasks (25%)

- Work with Head of HR on annual Employee Wellbeing programme; use Investor in People Wellbeing framework to shape and embed wellbeing initiatives across the business
- Write employee handbooks (use Page Tiger or another software - <https://www.pagetiger.com>); update HR policies and procedures.
- Keep abreast of HR trends, industry news and economic trends as they impact the Company and HR function.
- Provide reports as necessary such as labour turnover, headcount, exit interview data and holiday reports both to audit and observe trends within the business
- Help drive continuous improvement within the team and business to ensure a progressive HR service
- Conduct maternity conversations
- Conduct exit interviews

ESSENTIAL SKILLS & EXPERIENCE

- Previous Experience as a HR Advisor/Manager
- Demonstrate breadth and depth of experience of recruitment of different roles

- University degree or equivalent work experience/certification such as CIPD level 5
- Sound knowledge of UK Employment regulations.
- Hands-on experience with Applicant Tracking Systems and/or HR databases
- Experience with (phone and in-person) interviews, candidate screening and evaluation
- Previous experience of dealing with range of employee relations issues such as managing long term sickness, capability and underperformance.
- Must be organized, able to multitask and manage competing priorities while maintaining a professional and courteous demeanor with all levels of the organization
- Excellent interpersonal, written and verbal communication skills.
- A forward thinking, perceptive individual, capable of influencing others and effectively interacting with individuals at all levels of the Company.
- Attention to detail, accuracy, ability to prioritize/multi-task and meet deadlines in a fast- paced environment.
- An enthusiastic team player with a strong drive to create a positive work environment
- Strong internal customer focus, along with a desire to learn all aspects of the business
- Flexibility, adaptability, and ability to shift priorities based on the organizations' needs
- Self-motivated and able to exercise independent judgment and make sound decisions, take ownership and accountability, operate with minimal supervision
- Integrity, professionalism, discretion, and ability to maintain confidentiality essential
- Strong computer skills and proficiency with Microsoft Office Programs and HR Systems.