

# HR ADVISOR NEEDED TO JOIN OUR FAMILY



## Profile

### If you have the following experience, we'd love to hear from you:

- Proven track record in an HR role
- Ability to be pro-active in driving the HR Strategy of the firm
- Well developed communication, organisational and team working skills
- Ability to be assertive
- Ability to work unsupervised and on own initiative
- Minimum part CIPD qualified or recently qualified and looking for the next step in your HR career
- Be proactive in supporting any and all other HR related activities showing a "Can do" attitude at all times

### Experience:

4 + years experience (CIPD / part CIPD qualified)

### Essential Key Knowledge Areas:

- Previous knowledge and experience as a HR Advisor or HR Officer
- Ability to accurately process payroll for an external provider and co-ordinate monthly payroll activities and reporting
- Thorough knowledge of HR systems and procedures

### Desirable Key Knowledge Areas:

- Experience within the professional services sector or within a partnership environment

### Familiar with:

- Microsoft Applications (Word, Excel, Powerpoint, Outlook, Access, Cascade)

### Team

Administration

### Reporting to

HR Manager

### Location

Milton Keynes

### Benefits

- 20 days holiday (increasing to 25 days in accordance with policy)
- BUPA Private Health (after qualifying period)
- 3% Pension contribution
- Employee Assistance Programme
- Income Protection Scheme
- Death in Service Benefits
- Perkbox

### Equal Opportunities

The firm is an Equal Opportunities Employer and is committed to the implementation and maintenance of employment and recruitment practices which will ensure that no potential or current employee or trainee, is treated less favourably on the grounds of age, disability, gender, marital status, race, nationality, colour or any other aspects unrelated to their current and potential skills, aptitudes and abilities.

## About the Role

- Assist the HR Manager with the implementation of the strategy for HR management and development.
- Provide general administrative support to the HR Manager, include typing all internal and external HR correspondence, recruitment, contractual and payroll documentation.
- Advise managers on all policies, procedures and legislative changes.
- Maintain accurate records on the HR System (Cascade). This includes personnel, training and recruitment records as well as implementing workflows to streamline the process of keeping up to date records.
- Maintain other HR systems such as Objective Manager and Peakon.
- Assist the HR Manager with the administration of all of the firm's benefit schemes (Perkbox, Workplace Nursery Scheme etc.). This will also involve assisting with the production of P11Ds for employees and Principals and arranging the payment of Class 1A National Insurance Contributions.
- Maintain accurate and up to date electronic filing of all records.
- Record, monitor, administer and report on information regarding equal opportunities, absence, sickness, holidays etc for the purpose of ensuring that records are produced accurately and timely for SSP reporting and payroll.
- Accurately prepare new starter documentation for the HR Manager including but not limited to offer letters, contracts, staff handbooks and induction packs. This extends to liaising with other teams within the firm (such as the Administration Team) to ensure that the new starter checklist is followed before the employees first day and to co-ordinate induction training for new people joining. This will also involve undertaking induction presentations as and when required by the HR Manager.
- Take responsibility for booking and co-ordinating all training activity for teams in addition to induction training. This will involve the co-ordination, monitoring and reporting on all training activity arranged and undertaken as well as ensuring effective feedback is received and follow up meetings completed with Managers.
- Attending to all administration related to staff leaving the firm (using Leaver Checklist) and updating relevant records.
- Assist with all payroll administration on a monthly basis and to liaise with the HR Manager regarding new starters, leavers and any other changes in an employees' employment details. To accurately complete a monthly payroll reconciliation for Accounts reporting.
- Assist with the administration of the Performance Management Programme and follow up of completed reviews within timescales.
- Review and recommend improvements to current HR systems, processes, policies and procedures and subsequent implementation.
- Be responsible for referring, as far as possible, all IT problems within the HR team to the IT Team.

## Work Experience Placements / Vacation Placement Scheme

- Reply to all requests for work experience placements.
- Co-ordinate the firm's work experience programme ensuring that placements are effectively arranged with all teams concerned.
- Ensure that all teams adhere to the firm's policy on work experience placements and report to the HR Manager if necessary.
- Ensure that all necessary administration and correspondence associated with these placements is effectively prepared and completed.
- Be responsible for the firm's Vacation Placement Scheme ensuring that all suitable candidates are selected and placements are effectively arranged with teams. This will also involve preparing work packs for all students and ensuring that all administration and correspondence associated with this scheme is effectively prepared and completed.
- Attend school / university recruitment fairs / careers days as and when required by the HR Manager.

## Recruitment

- Liaise with recruitment agencies regarding the sourcing and placement of people ensuring that good recruitment terms are always negotiated for the firm.
- Assist with advertising all job roles and utilising other recruitment methods such as job boards, publications, EMW website and social media accounts (in conjunction with the Marketing team) ensuring that effective terms are always negotiated.
- Be responsible for the preparation of all administration associated with the recruitment process. This will also include conducting interviews and/or note taking at interviews as and when required by the HR Manager.
- Take responsibility for managing the Graduate Recruitment programme including but not limited to organising attendance at career fairs, advertising, shortlisting and arranging and conducting interviews and assessments.
- Setting, marking and providing results for all recruitment selection testing.
- Assist the HR Manager with all formal and informal meetings such as disciplinary, grievance, redundancy, flexible working, mediation, exit interviews and maternity etc. as and when required.
- Responsibility for coding invoices and checking the amount spent against all HR related budgets for authorisation by the HR Manager.
- General administration of the Conveyancing Quality Scheme (CQS).
- Take responsibility for managing the Apprenticeship Scheme and preparing monthly reporting for HR Manager and HOD regarding progress.