

## Role Profile

Overview	
Role	HR Advisor
Main Purpose	To provide advice and assistance to line managers in relation to a broad range of HR matters with a principal focus on recruitment, staff development and well-being.
Department	Operations
Location	Head Office, Manchester UK
Reporting To	HR Manager
Main Duties	
<ul style="list-style-type: none"> <li>• 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</li> <li>• Provide HR support on all aspects of operational HR including recruitment across Head Office and wider group.</li> <li>• Manage core ER cases (incl sickness, performance management, grievance and disciplinary processes)</li> <li>• Liaise with HR Manager to ensure appropriate support provided on complex ER issues</li> <li>• Champion the development of people management skills within the group</li> <li>• Contribute to the continuous improvement of HR systems and practices</li> <li>• Ensure the smooth running of the HRIS, including support to employees across the organisation</li> <li>• Support the HR Manager to develop and implement HR projects</li> <li>• Manage the dedicated HR mail accounts</li> </ul>	
Key Result Areas	
<ul style="list-style-type: none"> <li>• Enquiries to HR responded to accurately and within agreed timescales</li> <li>• HR systems and practices regularly reviewed, developed and improved</li> <li>• HR projects implemented and clear outcomes achieved within agreed deadlines</li> <li>• People Management development</li> </ul>	
Soft Skills	Technical Skills
<ul style="list-style-type: none"> <li>• Excellent organisational/prioritisation skills</li> <li>• Multi-tasking</li> <li>• Working to and meeting deadlines</li> <li>• Identifying staff development needs</li> <li>• Strong verbal and written communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• High standard of writing skills</li> <li>• Generalist HR experience</li> <li>• Experience with HRIS (desired)</li> </ul>

### **Experience & Education**

- Minimum level 5 CIPD qualified or equivalent
- Proven experience facilitating, advising, guiding and supporting line managers on a range of Employee Relations issues
- Demonstrable experience in a busy generalist HR role
- Demonstrable understanding of HR compliance with legislation
- In depth knowledge of best practice HR operations & processes