

## Job Description – HR Advisor

**Job Title:** HR Advisor

**Reporting to:** HR Manager

**Hours of Work:** 37.5 hours per week between the hours of 08:30am and 17:00pm Monday - Friday

**Main Purpose of:** To provide operational and administrative support to the HR department in order to deliver an efficient and effective HR service to the business.

### **Main Duties and Responsibilities:**

- Act as the first point of contact for HR information and advice across the business, seeking advice from HR Manager or external specialists where necessary.
- Provide line managers with guidance, direction and advice on employment legislation and HR best practice.
- Assist with recruitment and selection process – drafting advertisements, short-listing applicants, assisting with interviews etc.
- Prepare contracts and develop inductions for new starters.
- Support and advise line managers on interviews and investigations for discipline, grievance and performance issues.
- Co-ordinate training and development plans and evaluation.
- Assist with maintenance, review and development of company policy and procedures.
- Support HR strategy initiatives.
- Monitor and update all relevant staff records including holidays, absence, training records etc.
- Collect and prepare monthly payroll information.
- Work alongside HR Manager to plan and deliver an efficient and effective HR service.

**Key Skills / Attributes:**

- Excellent communication skills; verbal and written.
- Good working knowledge and application of PC skills, with experience of MS Office applications
- Ability to manage own workload to tight deadlines, including balancing, planning and organising multiple tasks simultaneously
- Good understanding of HR policy and practice and up-to-date knowledge of employment law.