



Job Description

Title:	HR Advisor
Accountable to:	Head of HR & Infrastructure
Location:	Hybrid working (3 days in National Office, Leamington Spa)
Contract Type:	Temporary
Working Hours:	28 - 35 hours
Benefits:	25 days holiday plus bank holidays (pro rata), Pension Scheme, Flexible working arrangements, Birthday leave after 1 years' service, Paid mileage for travel to locations other than base location.

This is a new opportunity for an experienced HR professional looking to make a real impact in a values-driven organisation. Life is seeking an accomplished HR Advisor to join our national team, supporting our operations across England and Northern Ireland

In this hybrid role, you'll act as a trusted HR partner to our teams, offering proactive and expert advice across a broad spectrum of HR matters. From employee relations and absence management to training delivery and change support, you'll be integral in driving positive employee experiences and upholding Life's ethos and people-first culture. This temporary post is backfilling for a secondment role, with a view to make permanent.

Requirements for the role

- CIPD-qualified or equivalent HR experience
- Strong knowledge of employment law and HR best practices
- Confident managing casework with a fair, empathetic approach
- Excellent interpersonal and communication skills
- Highly organised, self-motivated, and able to work independently
- Willing to travel when required (full driving licence required)

Main purposes of the job:

Reporting to the Head of HR & Infrastructure the HR Advisor supports the HR function by providing front line HR support at all stages of the employee lifecycle. This role works closely & collaboratively with the HR and Health & Safety Administrator to achieve this.

Using previous experience and/or qualifications to provide HR support and guidance to managers on HR related matters which reflect current employment legislation, policies, and best practice, contributing to a positive and engaging company culture.

Assist in the recruitment process, including drafting job descriptions, Job adverts, reviewing CV's, scheduling interviews and taking notes as well as accurate reporting.

Assisting onboarding new employees, including carrying out new employee inductions, background screening & references.

Advising Managers on employee relation cases, including disciplinary, grievance, performance management and probationary reviews. Monitoring absence, conducting welfare meetings, and managing Occupational Health referrals in the appropriate manner and maintaining regular and accurate reports.

Ensure correct information provided to finance for Payroll processing

Liaise with our external legal & HR advisers as and when required.

Assist, organise and coordinate training sessions and employee development activities.

Provide administrative support, to HR and other departments as necessary

Coordination of the HR mailbox to ensure effective communication

Supporting HR projects, change initiatives, and data reporting

Key achievement areas:

Establish and maintain appropriate systems for measuring necessary aspects of HR development including recruitment, performance management and absence management, probation & 1:1 trackers, Greyfleet and DSE compliance trackers. Providing weekly, monthly & quarterly updates on key metrics.

Support Head of HR with ER matters, drafting of correspondence and arranging meetings in a prompt and accurate manner.

Process all aspects of monthly payroll including starters, leavers & payroll adjustments & First point of contact for all payroll related queries and requests

Manage HR inbox, track internal and external queries.

Work with the HR and Health & Safety Administrator in a collaborative and supportive manner.

Personal responsibilities:

- The post holder must assume responsibility for their own professional and personal development (supported by Life where appropriate) to ensure their continuing competence to deliver Life's requirements.
- A key component of development is being fully aware of regulatory and legal requirements impacting on operational services and ensuring that all staff within those services are aware of and deliver their individual responsibilities

Safeguarding Children & Adults at Risk of Harm:

- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and adults at harm of risk.
- Familiarisation with, and adherence to, the appropriate organisational Safeguarding policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.
- All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally, then you must seek clarification from your immediate line manager as a matter of urgency.
- Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regards to Safeguarding Children and Adults at Risk of Harm.

Corporate behaviours:

All staff are expected to:

- Work towards the charity's aims and objectives, and uphold it's vision and mission
- Operate in line with our core workplace values which are:
 - Humanity – All people are special and equal
 - Solidarity – We're with you and for you
 - Community – We're better together
 - Charity – Doing good for one another
 - Common Good – Building a better world
- Demonstrate respect for others and value diversity
- Act responsibly regarding the health and safety of themselves and others
- Focus on the client and customer, both internally and externally, at all times
- Make an active contribution to develop the service
- Learn from, and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as an ambassador for the charity and always maintain professional standards

- Use discretion and sensitivity and be aware of issues requiring total customer confidentiality
- Demonstrate a flexible approach to their work
- Abide by and take responsibility for the obtaining, storage, processing and sharing of any personal data within the meaning of the General Data Protection Regulations 2018 and as defined in the relevant Life policies for all aspects of service delivery and working practice, paying particular attention to the protection of personal information in any form and by whatever means it is accessed by you.

In addition, all managers and supervisors will be expected to:

- Value and recognise ideas and the contribution of all team members
- Coach individuals to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Provide support, feedback and guidance to all team members and encourage their team to achieve work/personal life balance

Charitable Ethic & Fundraising:

Life relies on voluntary income to deliver our vital services. As a result, all staff and volunteers are required to have a charitable ethic, ensuring we are careful with our donor's funds and representing the best value for money in everything we do. This includes being an ambassador for fundraising, retail and marketing when we represent Life in each of our roles; looking for funding opportunities to pass onto the income generation team as well as taking a personal interest in supporting income generation for Life.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post holder will perform. The job description will be reviewed regularly and may be changed in consultation with the post holder

Post title: HR Advisor

Personal skill characteristics	Essential (Tick)	Desirable (Tick)
Values & Behaviours		
Ability to demonstrate, understand and apply our workplace values. These are embedded in all roles and employees must evidence their attitudes/behaviours	✓	
Committed to the vision, mission and values of the charity	✓	
Experience / Knowledge / Qualifications		
Proven experience of working within a charity in a similar role		✓
Demonstrable experience in an HR setting		✓
CIPD qualified or working towards		✓
Communication		
Strong verbal and written communication skills	✓	
Communicates effectively and openly at all levels	✓	
Experience of communicating effectively with a wide range of people to identify their needs, preferences and demands	✓	
Ability to promote the charity to a wide range of individuals and external contacts	✓	
Personal		
Commitment to quality, customer service, best practice and best value in all aspects of the charity's operation	✓	
Ability to work with people at all levels	✓	
Positive outlook and approachable personality	✓	
Ability to work on own initiative	✓	
Handles pressure of meeting deadlines and supports others where possible	✓	
Ability to prioritise workload and plan time	✓	
Commitment to own personal and professional development	✓	
Ability to motivate others and work as part of a team	✓	