



JOB DESCRIPTION

# Human Resources Advisor



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<b>Position</b>	Human Resources Advisor
<b>Department</b>	Human Resources
<b>Reporting to</b>	Head of Human Resource
<b>Office</b>	Bishop's Stortford

### Overall Purpose

To deliver a comprehensive Human Resources service by providing advice and operational support to the firm in line with the departmental and firm strategic aims. The position involves driving HR initiatives and ensuring all procedures are adhered to, creating a supportive working environment.

### Main Tasks

- » To implement and interpret the firm's HR policies, procedures, and terms of conditions of service and provide guidance where necessary
- » Co-ordinate and participate in the recruitment of all new recruits up to senior level including drafting of adverts, initial selection of CVs, interviews and offers of employment
- » Oversee the leaver process and conduct all exit interviews up to senior level
- » Oversee the onboarding of new joiners and conduct all inductions
- » Collate the monthly payroll information for processing by the accounts team and resolve any queries
- » Manage the renewal of all benefits and the introduction of new benefits
- » Manage all family leave in accordance with current legislation including monthly communications and return to work familiarisation
- » Co-ordinate the annual pay review and bonus process including production of letters, bonus calculations and updating of the HRIS
- » Oversee the firm's performance review process providing advice and guidance as required
- » Assist with the firm's Disciplinary and Grievance procedures ensuring the appropriate documentation is maintained
- » Manage staff attendance and absence monitoring including conducting return to work interviews and occupational health referrals
- » Be the system administrator for the firm's HRIS ensuring that records are kept up to date, providing

- management reports as required and being the point of contact for system updates and technical issues
- » Ensure that the intranet, Workspace Self-Service, and onboarding pages are kept up to date
- » Manage the early careers programme including the Trainee Solicitor programme, Vacation Placements, Apprenticeship scheme, ad hoc work experience opportunities and attendance at careers events
- » Manage the equality, diversity and inclusion values and practices including chairing the EDI group
- » Maintain good working relationships with Heads of Department and Partners providing HR advice and guidance as required
- » Day to day management of HR Assistant and Float Secretaries including training where appropriate
- » Attendance at Secretarial Co-ordinator quarterly meetings including minute taking and actioning of points raised
- » Chair the firm’s social committee including management of the social budget
- » Assist the Head of HR in delivering the HR strategy through team and firm-wide projects

**This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.**

## Job Specification

	Essential	Desirable
Education Qualifications	CIPD Level 5	CIPD Level 7
Experience	<p>Minimum 3 years’ experience in a HR Advisor role</p> <p>Working knowledge of employment regulations, policies, procedures, and legislation</p> <p>Good understanding and technical abilities within all areas of HR including recruitment, employee relations, employee engagement, reward and recognition, welfare, and HR systems</p>	

Personal Attributes	The ability to develop strong working relationships The ability to assert opinions and ideas with confidence The ability to think innovatively and rationally about decisions and produce creative solutions Positive and approachable manner	
Competencies	Strong organisational skills Excellent people skills Thorough and methodical attention to detail Excellent communication and presentation skills	
Other Factors	Commitment to continual personal development Proficient IT skills	

January 2025