**JOB DESCRIPTION**

**JOB TITLE: HR Advisor**

**DEPARTMENT: Human Resources**

**REPORTS TO: HR Manager**

**LOCATION: Etihad Campus, Manchester**

**DATE: October 2017**

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**Job purpose**

The HR Advisor supports the HR Managers in delivering a full range of HR activity including recruitment, performance management and training. It is a development role in which the job holder will be exposed to the full range of HR activity with appropriate supervision in more complex and/or high level situations.

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**Key responsibilities**

1. Provide general advice and support on HR policy and procedures as required by line managers and employees, including non-complex disciplinary and grievance matters.
2. Undertake recruitment activity for non-managerial roles alongside recruiting managers, including writing and placing advertisements, briefing recruitment consultants where appropriate, managing applications, co-ordinating the offer process.
3. Co-ordinate and continuously improve the induction process and lead the monthly Company induction sessions, ensuring the attendance of all new starters and contributors. Co-ordinate monthly new starter update introductions via the intranet.
4. Manage City Learning (learning portal) with a focus on supporting the creation and implementation of relevant courses, updating existing material and reporting on levels of system use and course completions.
5. Co-ordinate central training activity, arranging courses, communicating with delegates and line managers, and assisting the HR Managers with reporting and evaluation of training activity.
6. Co-ordinate the maternity/paternity/shared parental and adoption leave processes with line managers to ensure employees and managers are advised on procedures and timelines. Work with line managers to action any flexible working requests in line with the policy.
7. Work with managers and the HR Coordinator to ensure all new starters have had their eligibility to work in the UK checked prior to their first day. Where visas and certificates of sponsorship are required this will involve leading on processing visas and advising managers on the process and timescales.
8. Be the HR lead on Equality and Diversity initiatives.
9. Take responsibility for absence management, including advising line managers on the process, maintaining records, attending welfare visits as appropriate and liaising with occupational health.
10. Participate in specific HR-related projects as required.

**General responsibilities**

* Compliance with Club policies
* Compliance with the Club’s health and safety procedures
* To undertake such other duties as may be reasonably expected
* To maintain professional conduct at all times

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**Key relationships**

Line Managers - supporting with HR activity

HR team – contributing to joint activity, supporting HR Managers with projects and specific pieces of work

External suppliers – e.g. recruitment consultants, training providers, Essential Skillz

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**Scope of job**

There is no budget or people management responsibility. The HR Advisor will be a point of contact for all staff and managers in the organisation, providing support to HR Manager colleagues, co-ordinating HR activity and participating in projects.

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**Organisation chart**

**Person Specification**

**Job Title: HR Advisor Department/Location: Human Resources/ Manchester**

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| **Knowledge:** |
| Essential   * A knowledge and understanding of HR policies and practices gained from working in a professional HR environment * A knowledge of producing reports and analysing data and statistics * A knowledge of HR information systems * A knowledge and appreciation of the importance of confidentiality   Desirable   * Experience working with SAP HR (Successfactors) and Recruitment systems * A knowledge of Essential Skillz e-learning system * A knowledge and understanding of visa applications and certificate of sponsorship process |
| **Technical/work-based skills:** |
| Essential   * Interviewing skills * The ability to present information to small groups at all levels of seniority * Intermediate level working knowledge of Microsoft Excel, Word and PowerPoint * Strong spelling and grammar skills, an excellent attention to detail with the ability to craft accurate templated and bespoke correspondence |
| **General skills and attributes:** |
| Essential   * An understanding of the importance of confidentiality, as the role will involve working with sensitive information * A proactive approach and the ability to work well under pressure, whilst maintaining a high attention to detail * Strong oral communication skills with a desire to help customers and ability to forge relationships quickly * Strong team player, supportive of others in the team, willingness to take initiative to ensure completion of tasks * Aspiring to look for ways and come up with ideas for continuously improving processes and systems |
| **Experience:** |
| Essential   * Proven experience of working directly with line managers on a range of generalist HR issues including recruitment, absence, performance management * Experience of working in a fast-paced environment   Desirable   * Experience of assisting with processing and advising on visa applications |
| **Qualifications:** |
| Essential   * CIPD qualified or working towards this   Desirable   * Educated to degree level |