

**Job title:** HR Advisor

Day Webster's HR department provides support, guidance, and advice on a variety of HR topics to all members of staff ensuring that the company is acting in line with all legal regulations, laws and our internal policies and procedures.

Aligning long term business goals with employee management through strategic planning and implementation of processes, recruitment, training, and development required ensuring all aspects of the business work together to achieve its greatest performance.

Responsible for the employee life cycle, the HR Team supports its members of staff at each stage throughout their careers at Day Webster. Building and developing relationships is a key goal of the HR department, with the team striving to help others achieve their goals.

**Job overview:** To provide first-line support, advice and problem solving for managers and staff members within the Group on a wide range of employee relation topics ensuring that all HR policies and processes are being adhered to.

In this role, you are required to provide guidance and suggest recommendations to management on HR-related topics.

**Duties and Responsibilities:**

- Managing the onboarding and offboarding of members of staff.
- Generate and maintain company communications.
- Advise and support on a variety of employee relation topics.
- Provide support to the HR Manager.
- Assisting with the daily operations of the HR Department.
- Build and maintain relationships with members of staff at all levels within the business.
- To provide support to the Executive team.

**Performance Goals:**

- Driving business performance in relation to the organisation's goals and objectives.

- Ensuring the company is in line and performing within current legal guidelines.
- To complete daily tasks efficiently, accurately and with high attention to detail.
- Provide advice and support to all within the Group regarding HR policy and good practice.

### **Employee Responsibilities:**

At Day Webster all employees are required to follow expectations that are clearly set out in the companies' policies and procedures and company handbook. It is the employee's responsibility to ensure these expectations are always met.

Day Webster's managers are trained to provide support to employees and to support them throughout their employment life cycle with Day Webster.

The employee's responsibilities are designed to drive success and professionalism in the business. Employees must strive to contribute to the company's core values and support company decisions.

The employee is accountable for all actions carried out by the employee.

### **Company Overview:**

Day Webster is a three-time Fast Track 100 recruitment agency, specialising in the placement of permanent, contract and temporary positions across all levels of seniority within the NHS and private clients. Day Webster prides itself on its high level of service, ensuring we place people first in all aspects of our recruitment process.

At the core of Day Webster is its values:

- Teamwork- working together to provide our clients and candidates with the best service within the market.
- Professional- we pride ourselves on being professional not only with our candidates and clients but with each other. We show respect, consideration and honesty to all who work with or for Day Webster, being a brand people know they can trust and rely on.
- Innovation- constantly reviewing and updating our processes to streamline the work we do offering our stakeholders a bespoke and unique experience within the market.
- Passion- people who take pride in their job and constantly strive to ensure that Day Webster is the best within the market and what we do.

The success we have achieved since our formation in 2009 is a result of our innovative and collaborative approach to recruitment, built on the foundation of placing the needs of our clients, candidates and employees at the forefront of all that we do.