



JOB DESCRIPTION

Date:	September 2018
Job Title:	HR Advisor (<i>Recruitment specialist</i>)
Reports to:	Head of HR
Job purpose:	To provide professional HR advice and practical support across the business, with a particular focus on recruitment.

Main duties:

1. Resourcing

- a) With the guidance of the Head of HR and Senior HR Manager, to manage recruitment of Theatre and Head Office positions including; formulating job descriptions/ person specifications, salary benchmarking, advertising, shortlisting, interviewing, supporting selection decisions and providing feedback.
- b) To create personal files for the new joiners and ensure all new joiner paperwork is completed accurately and in good time. This includes; employment offer documentation, references, right to work documentation and information required by payroll.
- c) To conduct induction meetings with new joiners and ensuring the induction process is well managed and comprehensive.
- d) To liaise with line managers and ensure the correct management of probationary periods.
- e) To review recruitment methods and suppliers to ensure efficacy and best value and make recommendations to the Head of HR.

2. Learning & Development

- a) To assist the HR Advisor (Learning and Development) with the coordination of training provisions if required.

3. Reward

- a) To work with the rest of the HR team to ensure annual pay reviews, bonus payments and Christmas vouchers are made accurately and communicated on time.

4. Employee Relations

- a) To provide support to managers in handling first line employee relations cases; proactively providing guidance, support and advice as required.
- b) To handle disciplinary, grievance, whistle-blowing and redundancy/restructure matters as required, with the guidance of the Head of HR and Senior HR Manager.
- c) To advise managers in interpreting Trade Union collective terms and conditions and related payroll matters.
- d) To support the Head of HR and Senior HR Manager in dealing with any ACAS, Employment Tribunal or complex ER cases as required.
- e) To monitor levels of attendance and proactively support managers in dealing with absence management cases.
- f) To assist in maintaining up-to-date policies and procedures, published on intranet and otherwise proactively communicated to staff.
- g) With the guidance/sign-off of the Head of HR and Senior HR Manager, to draft employment contracts or contract amendment letters.
- h) To ensure correct procedures are followed in relation to maternity or other family leave requests.
- i) To manage flexible working requests, in conjunction with the relevant line manager.

5. Management Information / Reporting



- a) To produce MI reports on a regular basis in order to identify trends and make recommendations. This includes but is not limited to regular reporting on sickness absence and disciplinaries and grievances.

6. Administration / Other

- a) To contribute to the HR strategic planning process; identifying work streams and projects and making recommendations to the Head of HR.
- b) To maintain the Head Office personal files, undertaking some filing/file administration as required.
- c) To lead/support HR projects as required by the Head of HR.
- d) To provide holiday cover to other members of the HR department as required.
- e) To undertake any other duties that may be reasonably required and deal with matters arising in a timely and effective manner.
- f) To undertake annual HR audits of the Theatres with other members of the HR team.
- g) To ensure HR files are maintained in accordance with GDPR.

Essential knowledge, skills and abilities:

- Up-to-date knowledge of UK employment law and upcoming issues to support the delivery of policy.
- Practical involvement in employee relations issues including handling disciplinaries, grievances and sickness absence cases
- Strong focus on relationship-building; experience of mediation and conflict resolution.
- Practical experience in reporting via HR databases.
- Experience of managing various recruitment processes, from end to end.

Desirable knowledge, skills and abilities:

- Previous experience in working in a unionised environment.
- Experience leading project work.
- Experience using Sage payroll system or similar.
- Associate or Chartered CIPD status.

Person specification:

- A positive and balanced manner; adapts style to build relationships.
- Excellent written and oral communication to develop and deliver policy.
- Efficient, flexible and calm approach; able to prioritise / manage multiple priorities.
- Analytical skills which support the interrogation, interpretation and presentation of complex data to a wide audience.
- Proactive in identifying tasks/issues to support good employee relations.
- Good understanding of employee resourcing techniques and approaches.
- The ability to identify and deliver learning and development approaches to enhance employee performance and people management.