

Job description

Job title:	HR Advisor		
Reporting To:	Head of HR	Hours per week:	30 worked flexibly Monday to Friday
Department:	HR	Contract:	Permanent

1. Role purpose

The role holder is responsible for providing operational generalist support to the Head of HR.

2. Dimensions and Role Impact

This role supports the Head of HR in all areas of the employee lifecycle including Recruitment, HR Administration, Employee Relations, Policies and Training, contributing to Wellers Values and employee engagement.

3. Principal accountabilities

Core responsibilities

- Act as the first point of contact for managers, supervisors and staff on all HR-related issues
- Provide support with people projects that are aligned to Wellers priorities
- Provide advice and coordinate work reviews and change processes
- Take part in developing employer branding and employee engagement initiatives

Recruitment and Selection

- Develop recruitment campaigns and appointment process using ATS.
- Coordinate the recruitment process via ATS, updating and distributing job adverts, liaising with candidates, booking interviews and chasing feedback.
- Coordinate the appointment process and onboarding for successful candidates, including pre-employment and right to work in the UK checks, taking up references and arranging IT equipment.
- Arrange and support induction & onboarding for new starters
- Train hiring managers on candidate interview evaluation techniques
- Monitor key recruitment metrics, including turnover and retention rates

HR Policy, Operations and Systems

- In consultation with the Head of HR, monitor, review and update HR policies ensuring these are in line with current legislation

- Act as a super user for HRIS and ATS, updating systems as required and providing systems training to staff
- Use HR information systems to access, input, compile and report on data
- Create, digitise and maintain employee files via HRIS, including training & qualification records, in compliance with UK GDPR
- Issue and maintain employee contracts and other documentation using HRIS
- Review, update and assist with evaluating job descriptions
- Draft employment-related letters, references and other formal documentation as required
- Produce monthly reports on key metrics, including sickness absence, Bradford factor, headcount, diversity data, objectives, training progress, etc.
- Ensure all documentation is stored and retained in line with Wellers policies
- Maintain and coordinate the HR calendar to ensure timely delivery of the key events

Employee Engagement and Relations

- Provide first line advice on staff-related issues in line with the policies and procedures, escalating to the Head of HR as required
- Manage staff relationships, responding to any queries or problems that they have and managing their expectations
- Provide advice and assist line managers where needed with note taking in formal meetings
- Coordinate employee recognition schemes
- Coordinate employee surveys and action planning
- Assist with the organisation and booking of Wellers staff events

Performance Management

- Plan and schedule the annual and interim review process
- Advise on performance evaluation methods (e.g. employee appraisal systems, setting of SMART objectives etc.)

Apprenticeships and L&D

- Support managers in identifying development needs and coordinate training programmes
- Develop training and onboarding material
- Coordinate apprenticeships and all associated compliance and ensure timely college enrolment
- Carry out effective day to day contact with college

Employee wellbeing

- Support wellbeing campaigns and initiatives
- Support H&S processes

Other duties

- Based at one of Wellers offices, you will be required from time to time to travel to other Wellers locations.
- From time to time, you will undertake such other duties of a similar nature which fall within the role purpose outlined above, and which are consistent with the level of the post.

4. Key performance measures

KPIs

- Recruitment, induction & onboarding and L&D satisfaction rates

PIs

- Adherence to RACIS and meeting deadlines
- Demonstrating Wellers values in day-to-day work
- Annual appraisal and feedback from internal teams

5. Knowledge, skills, experience and behaviours**Knowledge and understanding**

- Level 3 CIPD qualified or working towards
- Strong awareness of the current employment law and best practice requirements applied to workplace policy
- Understanding of health and safety requirements in the workplace
- Understanding of recruitment and sources of candidates
- Understanding of staff engagement principles
- Understanding of UK GDPR
- Understanding of the apprenticeship levy and scheme
- Understanding of analytical job evaluation methods and principles

Skills

- Ability to work autonomously and on own initiative
- Project, process and time management skills
- Ability to develop strong relationships at all levels
- Effective problem-solving skills
- High level of organisational skills
- Excellent communication skills
- Active listening skills
- Ability to prioritise and deliver to deadlines
- Excellent customer service skills
- IT skills
- Excellent HR administration skills

Experience

- Experience working in a generalist HR role and drafting formal documents
- Experience managing HR and Applicant Tracking Systems as a super-user
- Experience providing onboarding and HR systems training
- Experience developing and coordinating recruitment campaigns
- Experience coordinating apprenticeship schemes and awareness of the requirements

Behaviours

- Commitment to the Wellers values
- Strict adherence to confidentiality and appreciation of sensitive personal data handling requirements
- A creative, solution-focussed approach
- A demonstrable growth mindset
- Demonstrating empathy in dealings with staff
- Willingness to go the 'extra mile' and act as a role model
- Courteous, friendly and calm manner

- Commitment to and advocacy of equality, diversity, inclusion and anti-racism and understanding how these apply to the role

6. Key relationships

- Head of HR
- Managers
- Supervisors
- All staff