

## GA Solicitors

**Job description for:** Senior HR Advisor

<b>Job title:</b>	Senior HR Advisor
<b>Reports to:</b>	Managing Partner

### **Main purposes of role**

The prime responsibility for the Senior HR Advisor is to efficiently handle and oversee all of the HR Administration and HR processes. You will contribute to the development of the wider People Plan to support the continued organic growth of the business (e.g.recruitment, retention, well-being, training & development).

You will use your professional HR knowledge and skills to deliver the highest standards of employee relations advice; coaching, supporting and mentoring heads of team and employees with an awareness of best practice.

### **Required skills, knowledge and experience**

#### **Essential**

- A minimum of 3 years experience in an HR generalist role
- A Level 5 CIPD HR qualification or higher with equivalent knowledge of UK employment law
- Educated to GCSE level/equivalent
- Approachable & able to exercise good judgement in approaching sensitive issues
- Ability to communicate concisely, clearly and persuasively in writing and verbally
- Ability to deal with confidential matters with professional discretion
- Demonstrable experience of providing administrative support to a HR function
- Demonstrable knowledge of employment principles and being able to use that to give advice to Managers
- Demonstrable experience of effectively supporting individuals
- Demonstrable experience of providing great service to internal customers;
- Practical and Intellectual Skills
- Projects professional credibility, holds their own, firm when needed and patient
- Resilient in dealing with a wide range of personalities
- Ability to operate well as part of a team

- Good customer service attitude
- Passion, drive and commitment

### **Desirable**

- Has the capacity to influence colleagues to implement lasting impactful changes
- Strong attention to detail and completion of tasks within timeframes needed;
- Analytical skills to implement changes in process for effectiveness & efficiency;
- Able to work to and progress a project brief collaboratively with colleagues;

### **Key tasks ( this is not an exhaustive list)**

- Provide an efficient, effective and customer focussed HR service which supports all aspects of the employee relationship and engagement with the firm.  
Ensure that heads of team are aware of (and use) Company Policies and procedures effectively, treating employees fairly, in line with good practice and legislative requirements whilst meeting Business need;
- Provide advice, guidance, and coaching to managers on disciplinary, grievance and capability issues. Providing HR support in formal processes e.g., disciplinary, grievance, appeals, absence review including notetaking of meetings.
- Provide advice and support during any consultation or redundancy procedures and attend consultation meetings as the HR contact where appropriate.
- Make recommendations for improvements in processes and practices;
- Deliver a HR service to internal customers which is respected for its professionalism and helps to consistently deliver effective and efficient business performance.
- Oversees the preparation of job descriptions, drafts, advertisements and interviews candidates
- Monitoring and auditing of employee performance reviews and career development needs
- Work with the managing partner to create and collate employee survey data

### **Recruitment Process:**

- Following placement of an advert, collate responses from internal/external candidates;
- Prepare Recruitment and Induction packs for all those involved
- Ensure appropriate documentation is received from new employees including evidence of Rights to Work in UK, insurances, driving licences, references, completed application form;

- Produce Employee 'Offer of appointment' Letters; and associated Contracts of Employment.

**Employee Records/New Employees:**

- To assist with administrative procedures relating to new and existing employees in an accurate manner and in accordance with required deadlines;
- Maintaining accurate manual and computerised staff records.

**Payroll Queries:**

- Liaise with Payroll to ensure all relevant forms have been received (such as annual leave, sickness, other absences) and are recorded appropriately;
- Liaise with the Payroll and Accounts Teams to ensure that they are kept fully updated of all employee changes.

**Sickness/Attendance Records:**

- Ensure that all holidays and absences are recorded accurately and that all appropriate forms are issued/received and all duly authorised;
- Advise and support managers on the management of absence ensuring that triggers are actioned, and long-term sickness is closely monitored whilst liaising with occupational health as required. This includes providing absence reports and maintaining an overview of long-term sickness cases.
- Deal with queries on the holiday and absence process.