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# Job Description

Job Title: Human Resources Adviser

Directorate: Finance & Corporate Services

Responsible to: HR Operations Manager

Responsible for: N/A

**Overall purpose of the post**

To support all aspects of the HR function including co-ordinating recruitment and selection activity; responsibility for day to day HR operations and updating of the HR information system (HRIS) including payroll reporting; and providing HR related management information.

**Main Responsibilities**

* To provide guidance and support to managers through the recruitment and selection process. Including advice on appropriate media channels, drafting recruitment advertisements, . advert responses, dealing with queries, and arranging interviews.
* To produce monthly payroll reports from the HRIS and work in collaboration with the Finance team to ensure the provision of monthly payroll actions through the outsourced payroll provider.
* To ensure the HRIS (CIPHR) is up to date and accurately records the employment status of all employees in the Commission.
* Support the production of management information using HRIS and other sources of information.
* To assist the HR team in the development of the HRIS. To act as system administrator and provide user support.
* Support maintenance of the HR intranet site and ensure internal communication channels are optimised.
* To ensure the Commission complies with UK Visas & Immigration regulations for recruitment and related record keeping.
* Support the starters, leavers and onboarding processes, including the management of probation periods, exit interviews and the accurate production of all employment contracts and letters.
* To provide day to day advice and support to managers and staff on terms and conditions of employment and policies and procedures.
* To support budget related activity including queries from suppliers and budget holders; utilising the finance system (eBis); and dealing with invoices. To be a Government Procurement Card (GPC) holder and book/purchase HR related goods and services, completing proof of purchase and monthly finance returns as required.
* To carry out pension administration in accordance with Civil Service pension scheme rules, in particular around new starters.
* To manage family friendly and special leave and pay arrangements including maternity, paternity, adoption and special leave and to process through payroll.

**Additional Details**

The HR Adviser is responsible for the accurate and timely processing of payroll. They are accountable for making monthly amendments and deductions such as sickness, maternity, change in hours, change in working patterns etc.

This is a role where attention to detail whilst juggling multiple processes and dealdines will be crucial. In particular being responsible for ensuring the accuracy of data throughout the recruitment, payroll and pension processes.

The HR Adviser operates within a degree of autonomy in terms of the interpretation of policies and procedures and employment legislation. Where required they are in a position to escalate any cases to the HR Operations Manager or HR Business Partner.

The HR Adviser is part of a small team delivering a range of HR services to the organisation. The ability to be flexible to the needs of the team and the employees and managers we serve will be crucial. There will also be opportunities for the postholder to get involved in supporting the delivery of HR operational projects.

**Key working relationships**

The post holder has to build and maintain strong working relationships and influence a range of stakeholders both internal and external on a regular basis.

The postholder will be representing the Commission when managing the end to end recruitment processes as the first point of contact for candidates and new joiners. Excellent customer service skills and the ability to successfully manage relationships will be key. This includes an element of influencing others when dealing with recruitment agencies and advising managers on the best course of action.

Other external contacts will include recruitment agencies, health and wellbeing providers, payroll provider and Employee Assistance Programme

Internally the post holder will have regular contact with Executive Team members to advise on people management policy, processes and procedures.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.*

**Person specification**

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| Values & Behaviours | Requirement | Essential/Desirable |
| Qualifications | **CIPD Level 5, working towards, or qualified through equivalent professional experience.** | **E** |
| Experience | **Experience of using HR Information Systems and production of Management Information.**  **Advanced MS Excel skills and experience in analysing data.**  **Up-to-date knowledge of employment legislation.**  **An understanding of the payroll function and associated activities.**  **Demonstrable experience of successfully co-ordinating a significant recruitment workload including online recruitment activity.**  **Excellent IT Skills including MS Office.**  Experience of data provision to outsourced payroll providers. | **E**  **E**  **E**  **E**  **E**  **E**  D |
| Knowledge and Skills | **Excellent oral and written communication skills using the principles of Plain English.**  **Strong customer service skills.**  Ability to establish and sustain positive and professional working relationships with colleagues and stakeholders  **Able to maintain confidentiality at all times.**  **Commitment to continuing professional development.** | **E**  **E**  **E**  **E**  **E** |
| Personal Qualities | **Ability to work on own initiative.**  **Confident, persuasive, approachable and dependable.**  Ability to exercise judgement, prioritise and work to tight deadlines when under pressure.  A strong commitment to delivering results and doing things in the best and most efficient way possible.  **Attention to detail.**  **Ability to plan and organise workloads effectively.**  Ability to work flexibly, both independently and as part of a team | **E**  **E**  D  D  **E**  **E**  **E** |