

Human Resources Advisor

Key Tasks

Your responsibilities will include, but are not limited to, the following:

- Offering first line advice, guidance and coaching to line managers on all matters relating to the full employee lifecycle, escalating complex or high-risk cases as appropriate
- First point of contact for all employees on HR matters
- Conduct regular employee check-ins
- Supporting employee engagement through surveys and feedback
- Arranging team building days, quarterly team meetings and Christmas meal
- Assist line managers to draft job descriptions and adverts
- Manage applications and arrange interviews in conjunction with line managers, as required
- Work with line managers to ensure comprehensive induction process and monitoring of probation period
- To undertake any necessary HR admin duties, including filing and record keeping

With the General Manager:

- Assist with salary benchmarking and pay review processes
- Liaise with payroll to ensure accurate pay and benefits
- Carry out annual reviews of benefits, bringing in new benefits if cost efficient and relevant
- Review and evaluate Employee Assistance Programme
- Work with our external HR consultancy to ensure policies kept up to date
- Other tasks as assigned by the General Manager or CEO

About you:

- Proven HR generalist
- Strong understanding of employment law and HR practices
- Experience of case work including investigation, sickness, performance and grievances
- Confident advising managers at all levels and comfortable challenging when needed
- Experience of workplace culture change and values and behaviour programmes
- Excellent communication and relationship-building skills
- Ability to manage sensitive information with discretion
- Excellent organisational skills, able to prioritise workload
- Self-motivated and able to work on own initiative
- A high level of integrity, confidentiality and professionalism
- Proficiency in IT, including Microsoft Office
- Aligned with the aims and objectives of Animal Aid

Qualifications

- CIPD level 5 required