

HR Advisor

Lansdowne House

Bumpers Farm, Chippenham

Closing date – 13th July 2021 @ 4pm

At Woods Valldata, we value our staff highly and believe that every role is important within the organisation. We are always on the lookout for like-minded, hard-working, passionate and committed individuals to join our team.

We have an opportunity for a confident and credible HR professional to join the team in the position of HR Advisor. The position will suit someone who is currently working in a HR Advisor role who is seeking more independence and ownership of their role or an experienced and confident HR Co-ordinator with strong employment law knowledge who is seeking a step up into a HR Advisor position.

The successful candidate will be able to demonstrate exceptional HR administration and Advisory skills and experience, demonstrate a resilient and can-do attitude, and have robust and effective written and verbal communications skills. The position works closely with our friendly and approachable HR & Payroll Administrator, Receptionist/Facilities Co-ordinator and the Head of HR.

The salary offered for this position is £27,000 per annum working full time hours of 37.5 hours per week between 8.30am and 6pm Monday to Friday, specific working pattern can be discussed at interview.

Based in Chippenham, Wiltshire, we are minutes from the M4 and within easy reach of Swindon, Bath, Bristol. Here, we are lucky enough to enjoy great surroundings in an impressive brand new, purpose-built building.

Our building has been designed to accommodate all our services and staff under one roof. There are communal break out areas, dining facilities, on-site parking, and meeting rooms equipped with the latest technology. Our workforce is currently 150+ staff and everyone contributes to the fun, friendly atmosphere.

Role Description

Title: HR Advisor

Reporting To: Head of Human Resources and Facilities

To: Support the Head of Human Resources and Facilities, to assist with all aspects of Human Resources to supervise HR & Payroll Administrator and deputise for the Head of HR in their absence.

In a way that: Delivers HR Support to both Managers and Staff and ensures our staff feels valued, respected, and motivated.

So that: The business can deliver its HR strategy and objectives by effectively managing people and performance in a well-facilitated working environment.

Key Priorities:

- **HR Strategy** – Assist with HR Strategy that ensures our staff feels valued, respected, motivated, and engaged with the business.
- **Compile Salary Information** – ensure that all payroll information is collated, and payroll prepared for all employees accurately to prescribed deadlines.
- **HR Documentation** - All documentation is completed accurately and issued as per Company policies and procedures.
- **Values** – to uphold and demonstrate our company values, we are one team, we take ownership, we believe in people, we show integrity, and we strive for the highest standards.
- **Organisation** – ensuring the department is kept clear, clean tidy, and impeccably always organised.
- **Confidentiality** – is professional and confidential always, conducting yourself with integrity in all matters relating to the company its information, reputation, and its employees and clients.

Important Priorities:

- Ensure you understand and follow the company policies with regards to System, data, and physical security at all times
- Ensure you understand and follow the company policies with regards to Health and Safety at all times
- Ensure you understand and follow the company policies with regards compliance with PCI and GCRTS and other relevant standards
- Ensure you understand and follow the company Standard Operating Procedures where they exist.
- Work in close partnership with senior management to offer HR support.
- Ensure that all information is kept private and confidential.

Departmental Responsibilities:

- The first point of contact for Line Managers and Supervisors for information and advice on employment law, Company policies, and procedures.
- Supervise salary information and submit to payroll, accurately and to the deadlines required.
- Liaise with external HR advisors for queries.
- Take responsibility for the end-to-end recruitment and selection process.

- Work closely with the HR & Payroll Administrator to ensure that all employment changes are effectively actioned, providing advice and support where needed.
- Meet regularly with the Head of HR to discuss all people-related issues from around the business as they arise and updated on progress as agreed, keeping HR tracker up to date and current.
- Review output from 1-2-1 process and help establish training requirements for the business and create a Company training plan with the Head of HR, alongside the competency matrix.
- Coach and support Line Managers and Supervisors to develop their management practice.
- Third-party management, to create lasting relationships ensure compliance procedures are followed and contracts are reviewed.
- To provide timely and accurate HR data to the Head of HR and the business.
- Employee contracts are issued to staff and ensure that all copies are placed in the employee's personnel file.
- Assist with producing HR letters as required.
- Ensure that PCI/GDPR is kept up to date, Role Base Profile, and HR security policies and procedures are adhered to.
- Assist and support investigations and complex employee relations\issues.
- Ensure the company HR reporting systems are kept up to date and relevant.
- To assist with monitoring all employee records to include maternity, paternity requests, and absence and sickness.
- Employee brand ambassador, working with Head of Marketing, with promotional internal and externally using LinkedIn.
- Oversee that all HR personnel files to ensure they are kept up to date.
- Support Head of HR with the HR projects plan in line with strategy, taking a lead on relevant projects, engaging with stakeholders to ensure successful delivery.
- Where necessary assist with Health and Safety, Occupational Health, DSE, and staff welfare.
- Adhoc duties as they arise and assist with duties required for holiday cover within the HR and Facilities team.

Skills & Experience:

- Minimum Level 3 CIPD or demonstrable experience in a similar role. May suit someone currently working as HR Advisor seeking a role with more independence or an experienced and confident Co-ordinator seeking a step up.
- Strong team player with a resilient and can-do attitude.
- Payroll administration experience
- Demonstrable experience of employment law and ability to advise appropriately in relation to recruitment, absence, conduct and capability
- Fully understand company HR policies to ensure company compliance, set out in the company handbook and documents
- Ability to work within a highly confidential environment and main trust and confidence
- Organised and can effectively balance priorities to meet agreed deadlines.
- Flexibility to adapt to the changing needs of the business.
- Strong interpersonal and communications skills, who can always remain calm and professional
- Competent IT skills, HR Systems, Excel, Word, and SharePoint proficient
- Excellent written and verbal communication skills note-taking skills.
- Genuine drive and enthusiasm, ability to work with minimal supervision, and Initiative-taking
- Must be organised with the ability to manage multiple demands and tight deadlines.
- Strong analytical skills and good commercial acumen.
- Excellent diligence and a keen eye for detail.