

HR Advisor – 12 Month Maternity Leave Cover

Job Description

March 2021

A pro-active HR Advisor is required for the busy HR team, to support the daily operational activities. You will take responsibility for handling HR queries and advise Managers on matters including performance management, health & wellbeing, resourcing, employee relations and learning & development. As such you will ensure all policies are consistent and queries are dealt with promptly and reliably.

Key responsibilities include:

- Co-ordinate New Joiner process including preparation and issue of offer letters, employment contracts, setting up personnel records on the 'Sage' people system and co-ordinating and delivering inductions.
- Co-ordinate the probation process for all new joiners.
- Co-ordinate all benefits for new joiners and adjustments for current members as required, liaising with benefit providers as necessary.
- Support the absence management process.
- Participate in the ongoing review of policies and procedures and be proactive in making recommendations for improvements.
- Provide guidance, advice and support as needed to all Managers and employees on all aspects of HR policy and procedures.
- Support the monthly payroll process ensuring a high degree of accuracy and adherence to the month end timetable.
- Participate in the ongoing development and management of the Sage people system
- Design, develop and produce HR MI from the Sage people system.
- Co-ordinate learning & development activity including tracking delegates attendance; scheduling events and organising ad hoc training.
- Update the intranet as needed, including weekly starter/leaver communication; Vitality monthly calendar; internal job vacancies.
- Support the HR Manager in delivering HR projects as needed.



[bcsconsulting.com](https://www.bcsconsulting.com)

© Business Control Solutions plc 2021
A company registered in England. Registered office: Ground Floor, Churchgate, Peterborough, PE1 1TT, UK. Registration No. 04848374

Classification: Restricted - BCS Consulting