

JOB DESCRIPTION

Job Title: Human Resources Advisor

Reporting to: Human Resources Manager

Department: Administration



1. Job Purpose

Reporting to the HR Manager, The HR Advisor will provide professional generalist HR advice and guidance to the firm across both its locations in Edinburgh and Glasgow.

2. Key Responsibilities

Recruitment – i.e. oversee the recruitment process from advert to appointment, advising Managers on recruitment process, drafting and placing of adverts, arranging interviews and ensuring fair selection.

Induction

To review and update the induction process for all new starts, ensuring high quality and fit for purpose.

Management information

Working with the HR Assistant to ensure that accurate records are kept up to date, both electronically and in HR files.

- Produce adhoc departmental reports as requested by the HR Manager i.e. absence statistics, staff turnover, flexible working requests etc
- Produce reports from SAGE Snowdrops software

HR Policies and Procedures

Ensure that HR policies are stored on Metacompliance, and that HR procedures are followed.

- Support the HR Manager in devising and implementing new HR processes, policies and procedures
- Give advice, guidance and support to Managers on a range of operational HR issues.

Training

- To support the HR Manager with training activity including E learning and in house training.
- To ensure that the legal trainees have all mandatory training requirements met and that information is collated for Law Society requirements.
- To arrange mandatory training for all staff i.e. fire, manual handling etc.

General HR

- To carry out a generalist HR Advisor role including preparation of contracts of employment, changes to terms and conditions, handling maternity leave and flexible working requests in line with employment law and best practice.
- To carry out termination interviews and to collate data including reasons for leaving through management reports.
- To work with HR Manager to proactively identify areas of improvement in hr policies and practices
- To Provide advice, support and coaching on all ER issues
- Maintain the HR team's intranet page

<p>3. Communications and Relationships</p> <p>Build strong relationships with the Partners and employees</p> <p>This is an active and visible internal role requiring excellent communication and interpersonal skills, with Partners, Managers and staff, as well as the HR Assistant, with whom the post holder will work closely.</p>
<p>4. Most Challenging part of Job</p> <p>Ability to manage a varied workload using sound judgement and due diligence.</p>
<p>5. Knowledge, Training and Experience Required</p> <p>Essential: Chartered Member of the Institute of Personnel Development Good understanding of recent changes in employment legislation and maintains regular CPD Excellent working knowledge of MS Office Flexible and adaptable and willing to be hands on as part of a small team Numerical and analytical skills with strong attention to detail. Well developed interpersonal skills with the ability to communicate effectively at all levels, both verbally and in writing.</p> <p>Desirable: Excellent HR experience, having worked at a similar level in a professional services or law firm environment. Knowledge of SAGE Snowdrops software</p>
<p>6. Job Description Agreement</p> <p>Job Holder's Signature & Date:</p> <p>Head of Department Signature & Date:</p>
<p>26 October 2017</p>