

JOB PROFILE

archers law.

HR AND TRAINING OFFICER

FACILITIES

Primary Purpose

Reporting to the Practice Director, this role will support the day-to-day management of a HR service to Unit Heads and employees across the firm including employee relations, recruitment and training.

Academic or Other Qualifications

CIPD qualified to level 5 (or working towards)
Generalist human resources experience
Excellent knowledge of UK Employment Law, ACAS guidance and HR best practice requirements

Job Requirements

Skills

Excellent verbal and written communication skills to provide succinct responses and correspondence
Computer literacy
Good presentation skills
High level of administration
Interpersonal skills
Good organisational and prioritising skills
Problem solving
Suitable level of sensitivity
Accurate typing and ability to initiate own correspondence
Excellent planning, prioritising and organisational skills
Excellent time management skills
Ability to work with minimum supervision
Capable of resolving conflict in a constructive manner
Excellent at building relationships with all levels in the organisation
Ability to work within a team in an open and professional manner

Competencies

Ensure consistency in the application of all HR policies
Ability to devise and follow systems
Ability to work under pressure
Efficient time management
Knowledge of own limitations and when to seek advice
Methodical

	Proactive Professional Excellent attention to detail, accuracy and focus on quality Excellent computer literacy
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Tasks	<p>General</p> <ul style="list-style-type: none"> • Provide advice and guidance on HR policies and procedures, and employee relations issues across the organisation • Prepare new HR policies, documentation and templates, and ensure they are up-to-date, consistent and in-line with current legislation and regulation • Draft employee HR correspondence and documentation in relation to HR matters • Monitor and review absence levels taking action when appropriate • Maintain accurate employee, training and personnel records and files • Operate as the first point of contact for general HR enquiries and meetings • Ensure full compliance with GDPR • Manage staff welfare and wellbeing issues • Organise and maintain employee benefits including pension communications <p>Recruitment and selection</p> <ul style="list-style-type: none"> • Support the recruitment process from start to finish preparing adverts, contracts and offer letters, checking reference details and on boarding inductions • Develop recruitment related documents; job descriptions, person specifications, shortlisting criteria • Advertise vacancies through appropriate channels and arrange interviews (conducting when necessary) • Develop and enhance the induction programme <p>Employee Relations</p> <ul style="list-style-type: none"> • Work closely with the Practice Director in coordinating an effective and professional approach to employee relations, implementing fairness and consistency in decision making • Work in partnership with all employees to resolve issues and disputes including employee relations cases such as disciplinary and grievance • Liaise with managers in a timely manner regarding employee issues and concerns • Provide advice and guidance to managers on performance and absence issues and, where appropriate, attend performance and absence management meetings and ensure follow-up • Conduct exit interviews ensuring relevant information is communicated and fed back as appropriate • Respond to queries from employees relating to their contract, benefits and attendance records • Supporting managers in meetings with employees as necessary • Provide assistance to Practice Director in all HR matters such as dealing with grievances and disciplinary issues • Carry out disciplinary and grievance meetings <p>Payroll</p> <ul style="list-style-type: none"> • Ensure that a monthly HR report is prepared accurately for payroll, liaising with the Practice Director and Accounts Manager as
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	<p>necessary</p> <ul style="list-style-type: none"> • Ensure the documentation associated with salary increases and promotions is prepared and reported to payroll <p>Training and development</p> <ul style="list-style-type: none"> • In conjunction with the Practice Director and Unit Heads, assess training and progression requirements for employees across the firm ensuring CPD completed is relevant • Develop and deliver appropriate in house training programme as required • Prepare and revise appraisal systems
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Additional	<ul style="list-style-type: none"> • Ensure that a monthly HR report is prepared accurately for SMT • Ensure consistency in the application of all HR policies • Support Practice Director in implementation of strategic HR objectives • The above is not an exhaustive list of duties and responsibilities. These may be revised and added to as necessary to facilitate continuous improvements to the HR function.
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