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| **Job title:**  | HR Advisor  |
| **Department:**  | HR |
| **Responsible to:**  | HR Partner |
| **Responsible for:**  | NA |

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| **Job Purpose:** To provide operational HR assistance, working with the HR partner to deliver the People Strategy and business objectives. The HR Advisor will be responsible for providing support and delivering initiatives in the following areas; attraction, recruitment and onboarding including induction and probation management, key HR metrics and reporting, absence and holiday monitoring, early careers, HR documentation and system maintenance, general HR queries and support with regular/annual HR activities and projects. |

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| **Main Duties and Responsibilities:** **Attraction, Recruitment & Onboarding*** Review and update job descriptions to ensure they are up to date and fit for purpose for the role.
* Manage employer of choice communications and activities to attract potential talent into the business and promote our employer brand.
* Run and manage recruitment campaigns, conducting initial shortlist, inviting for interview and arranging role specific assessment and interviews.
* Manage all administration relating to onboarding of new employees from issuing contracts to inducting into the business.
* Conduct new starter and recruiting manager surveys to identify any trends/issues that may need addressing.
* Support managers with the induction and probation process, providing reminders as required.

**People Metrics*** Produce and analyse key people analytics to help identify any trends, support reporting and make recommendations for people priorities across the business.
* Process leavers and conduct exit interviews to help identify and address key trends.
* Monitor check in completion rates, commentary and issue reminders as required.

**Absence management** * Monitor absence levels and trends and ensure the absence policy is adhered to consistently.
* Support and advise managers to implement informal stages of the absence procedure.
* Ensure employees have the correct annual leave entitlement per year and process any changes, including inputting the mandatory Christmas holidays and any carry or purchased days via our HR system.
* Produce reminders throughout the year to ensure annual leave is utilised and manage any annual leave queries.

**Administration** * Manage employee data and update and audit HR systems to maintain the highest levels of accuracy and data integrity.
* Ensure employee documentation is maintained and stored accurately and confidentially.
* Be responsible for the administrative processes across the full employee life cycle including supporting the HR Partner with the creation of employee documentation and letters.
* Manage the HR inbox, deal with requests and flag those that you are unable to deal with to the relevant people.
* Manage all administration for the various benefit platforms (Cycle2Work, Health Assured, Story Rewards etc).

**Other** * Support the HR Partner to co-ordinate annual or regular HR activities and projects as per the HR calendar.
* Audit the HR pages on the company intranet to ensure all documentation is up to date and accurate, liaising with the communications team where required.
* Co-ordinate and support managers with early career programmes such as career fairs, work experience placements and apprenticeships.
* Support the HR Partner to manage HR general queries from employees, managers and external contacts.
* Keep abreast of laws and regulations to provide the best possible advice to our leaders and managers which help our business stay compliant.
* Provide support in the delivery of internal training programmes.
* Support the Payroll Manager with any ad hoc projects or pay processes in peak times or for holiday cover.
* Build and maintain visible and meaningful working relationships with employees at all levels across the business.
* Any other reasonable duties that you are requested to undertake.
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| **Key Attributes** | Core:* Good communication and organisation skills.
* High level of accuracy and confidentiality.
* Ability to work as part of a team and on own initiative.
* Approachable and trustworthy.
* Ability to adapt to change quickly.
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| **Qualifications/****Experience** | Core:* Previous HR experience in a similar role.
* Full UK driving license and willingness to travel across regions as required.
* Good reporting skills to provide meaningful MI, using excel.

Desirable: * CIPD level 3 or 5 qualified or working towards.
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| **I confirm I have read and understood my job description.** |
| Employee Name |  | Date |  |
| Employee Signature |  | Date |  |
| Line Manager Signature |  | Date |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*