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| **Job Title** | HR Advisor |
| **Reports to** | HR Manager |

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| **Job Purpose** |
| The HR Advisor works closely with the HR Manager to provide an excellent generalist HR service to all staff in support services departments, including employee relations, recruitment, reward, and sickness management. |

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| **Principal Accountabilities** |
| * Ensuring staff are dealt with fairly and consistently under the College’s procedures for discipline, grievance, absence management and capability. * Build effective working relationships with staff at all levels, providing advice and guidance on a range of HR policies and HR related issues to support understanding and ensure effective communication of good HR practice. * Pay administration: handling pay changes during the year, ensuring accurate recording of data on the HR Payroll shared database and timely information to line managers and the staff involved. * Preparing appropriate contracts for the many and varied work patterns that exist at the College and reflecting changes in updated contractual paperwork. * Dealing with HR or pay queries from staff ensuring a timely and supportive response is given. * Keeping up to date on best HR practice and employment law developments. * Undertaking other relevant duties as and when required to any client group. This may involve supporting during employee relations activities (disciplinary, grievance etc.), recruitment (e.g. interviewing and other selection activities) and reward (e.g. supporting the annual salary review process). |
| **Skills and Competencies Required** |
| To be successful in the role, you will be able to demonstrate the following:   * Experience of working as an HR generalist including advising line managers on HR matters such as recruitment and selection, disciplinary investigations, grievances, capability issues, flexible working and managing sickness absence * Excellent knowledge of HR legislation and employment law * CIPD qualified or working towards qualification * Experience of using HRIS and online recruitment systems * Knowledge of visa, immigration and right to work requirements in the UK * Strong numeracy and literacy skills * Good IT skills, including use of Microsoft Office applications * Outstanding verbal and written communication skills * Excellent level of attention to detail * Confidence and initiative in handling a high workload and prioritising as needed * Excellent interpersonal skills, with the ability to deal with complex and sensitive situations with tact and discretion * Proactive, flexible and adaptable * An understanding of, and sympathy with, the ethos of Eton College |