


BURO HAPPOLD

Job title	HR Advisor – UK
Grade and fit within team structure	Standard Grade Reporting to UK HRC
Team	HR
Business unit	UK
Location	Bath
Reporting line	 <pre> graph LR HRA[HRA] --> UKHRC[UK HRC] UKHRC --> UKHRD[UK HR Director] </pre>
Team structure	Team of 8. The role reports to one of the UK HR Consultants who reports into the UK HR Director
Your support	Support from line manager and HR peers.

Role overview
<p>What's the purpose of the role?</p> <p>The purpose of this role is to provide vital support to our busy UK HRCs and HR expertise to employees and line managers. The HRCs' support specific client groups across the UK region, and this role works across all these areas providing operational HR advice.</p>
<p>What will success look like?</p> <p>Success in the role would involve providing timely, pragmatic and robust HR advice to employees and line managers in the UK disciplines, in accordance with the appropriate global HR framework, policies and procedures. Building strong relationships with key stakeholders and providing operational advice on people matters.</p> <p>Ensure that any records and processes are accurately updated by HR Shared Services and follow up and escalate as appropriate. Proactively manage their work in terms of advisory support given to employees and line managers, ensuring advice is timely and appropriate.</p>
<p>What will you be doing...</p> <p>A detailed overview of your responsibilities is as follows...</p> <ul style="list-style-type: none"> • Provide HR advice and assist with HR queries to employees, line managers and leaders regarding UK policy, processes and Employment Law • Support the HRC with end-to-end HR cycle of events as appropriate, such as retention and employee engagement; Employee relations and performance management; employee development, equity, diversity & inclusion; leaver process

- Support leaders and HRCs with the roll-out of specific Equity, Diversity & Inclusion plans and initiatives.
- Assist the HRCs with the annual My CPO and pay review and bonus process as required.
- Support the HRCs with hiring activities, such as gaining approvals or ensuring offers are made in a timely manner
- Partner with the L&D team to promote and support the roll-out of appropriate learning and development events.
- Assist the HRCs with People Consultancy meetings, ensuring all data captured is accurately recorded and feeds into the wider Talent and succession programme.
- Support in arranging secondments
- Develop effective internal HR relationships with key stakeholders (HR Shared Services, Resourcing, L&D and Reward, Head of D&I, Analytics and reporting roles).
- Case management/advice on sickness absence cases including support on phased returns and OH referrals.
- Support managers to process Flexible working requests, ensuring adherence to statutory process and company policy.
- Support manager with probation extensions and terminations.
- Conduct Exit/Stay interviews as requested by the HRCs
- Taking meeting minutes e.g. grievances/disciplinary/probation extensions and preparation of meeting packs (as appropriate)
- Proactively identify trends and suggest and/or take suitable actions where appropriate in discussions with HRCs.
- Using available HR data from relevant sources to create and produce reports as required, together with any relevant insights.
- Work with HR Shared Services team to ensure that all paperwork and associated administration is dealt with in a timely manner.
- Ensure all employee changes are accurately communicated to the HR Shared Services team and follow up where necessary to ensure all changes are completed.
- Deputise for HRCs where necessary/appropriate.

More about you...

Experience & Qualifications

Required Skills:

We are looking for an individual that is proactive, approachable, enthusiastic and confident. Someone who thrives on working with a wide variety of tasks. Liaising with individuals both in the UK and our overseas offices.

Essential skills:

- Practical UK Employment Law knowledge
- Excellent communication skills both verbal and written, able to modulate language and obtain positive outcomes and work with a variety of stakeholders
- Confident, personable and diplomatic individual who connects easily with a variety of people, able to quickly build trust
- Able to make timely and considered decisions, where possible, providing workable solutions including corrective action as necessary
- Ability to manage conflicting priorities
- Can work at pace but accurately
- Computer literate and well versed in Microsoft office software products
- Ability to work independently
- Professional attitude within a highly confidential environment

Required Experience:

- Experience in a HR Generalist environment
- Knowledge of UK employment-related legislation

- Experience of providing HR advisory, transactional and administrative services to line managers

Desirable Experience:

- Experience of working within the engineering sector or professional services
- Employee Relations experience
- Previous experience of working for a Global company

Style & Behaviours

- Prioritises appropriately and works to agreed deadlines, manages own time and expectations of internal clients and other members of the team
- Autonomously represents team to internal clients and external networks and other collaborators.
- Can create a passion/enthusiasm for delivering excellent performance
- Takes the lead on internal projects, as guided by the HRCs
- Works collaboratively with own team, and networks with business services and support teams and wider business. Shares ideas and applies best practice from relevant specialism
- Understands how the business works on a wider level and the role of business services and support
- Proposes solutions to challenges and raises issues within team, as necessary, taking into consideration other teams/specialisms requirements within these solutions
- Continue ongoing learning and Continuing Professional Development (CPD)