

BURO HAPPOLD

Job title	Senior HR Consultant
Grade	Senior
Discipline	HR
Cost Centre Code	UKHR
Business Unit	UK+
Office Location	UK
Hiring Manager	Fiona Williams
Reporting to	HRC AD

Job purpose

We are currently seeking a dynamic and experienced Senior HR Consultant (Business Partner) to join our UK team on a 12-month fixed term contract to cover a period of maternity leave. This role will play a critical part in aligning Buro Happold's strategic goals to HR initiatives whilst utilising our centres of excellence across the business.

In this role, you will collaborate closely with our UK HR business partners. This collaborative environment allows for the sharing of best practices, innovative solutions, and collective problem-solving to address complex HR challenges. Together, you will work to align HR strategies with business goals, ensuring a cohesive approach to talent management, employee relations, and organisational development. By leveraging the diverse expertise within the team, you will contribute to creating a supportive and dynamic workplace that fosters growth and excellence.

The role will require you to be able to work under pressure, manage change and deal with conflicting deadlines. Supporting teams on all HR matters, you will have the opportunity to expand and grow on your advisory skills in a forward-thinking, creative environment.

Key Accountabilities

This will be a varied and involved role but responsibilities will include:

- Partner with senior management to develop and implement HR strategies that support Buro Happold's goals and objectives.
- Foster a positive work environment by addressing employee concerns, resolving conflicts, and promoting open communication.
- Provide advice to line managers on HR policy and process and in accordance with current employment law.
- Develop effective internal HR relationships with specialists (including HR Shared Services, Resourcing, L&D and Reward).
- Assisting the Talent Acquisition team in providing support to line managers throughout the hiring process.
- Oversee recruitment, onboarding, and retention strategies to attract and retain top engineering talent.
- Analyse HR data and metrics to provide insights and recommendations for continuous improvement.
- Supporting line managers in the on-boarding and probation phases of hiring.
- Working with the HR Shared Services team to ensure changes in personnel data are appropriately recorded, conducting regular audits of data and delivering reports to internal teams.

Skills & Experience

As a HR professional, it is expected that you can demonstrate the following:

- 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
- Confident in utilising HR data to enhance management understanding and decision making
- Experience supporting recruitment process with regard to selection, interview and onboarding.
- Experience of providing HR advisory, transactional and administrative services to managers

Style and Behaviours

As per the Senior Grade Descriptors.