

JOB DESCRIPTION

Job Title:	HR Adviser
Department:	Human Resources
Reports To:	Head of HR
Line Manages:	N/A
Contract:	Permanent, Part time (up to 21 hours per week and possible flexible working)
Salary:	£30,040-£31,621 per annum, pro rata dependent on experience Grade 6 non-academic Further pay progression dependent on performance Plus 30 days holiday (pro rata) and contributory pension
Last Updated:	September 2019

Job Summary

The HR Advisor provides a professional, confidential, advisory and administrative HR service. They act as the first point of contact to staff and managers for recruitment, training, contractual and policy queries. They also undertake specific HR project work and support the Head of HR with employee relations.

Main Responsibilities

HR advice and policy/process development (in liaison with Head of HR)

- First point of contact for line managers and staff, providing them with advice, guidance, and support on a range of generalist HR issues in order to ensure a consistent and fair approach to people management
- Continually review employment policies, procedures and processes as required and make appropriate changes in collaboration with the Head of HR.
- Undertake HR project work as directed by the Head of HR, such as staff/contractor audits and data collection as well as devising and implementing new ways of working.
- Continually monitor employment terms to ensure managers and staff are informed of end of fixed term contracts and any other contractual changes.

Recruitment management (with support from HR Coordinator)

- Advise managers on recruitment processes and ensure that recruitment is carried out in line with best practice and the School expectations.
- Continually review recruitment processes to ensure they are fit for purpose and kept up to date with current legislation and best practice
- Work with recruiting managers to consider and identify the most appropriate forum for advertising vacancies and ensure a positive response.
- Work with line managers to ensure job descriptions and person specifications are appropriate for the role and ensure consistency across the School.
- Write recruitment advertisements to post on LFS website and externally by establishing maintaining relations with advertising agencies and job boards.
- Coordinate candidate response, shortlisting and interview arrangements.
- Negotiate rates and agreements with recruitment/advertising agencies to ensure good service and value for money.

- Assist in recruitment decisions at shortlisting and interview stage as required.
- Make job offers to individuals, advising and liaising with managers as appropriate. Produce employment offer letters, contracts, and starter packs ensuring paperwork is accurate and legally compliant. .
- Liaise with Head of HR and Financial Controller to ensure new starters are set up on Payroll in a timely, accurate manner.
- Oversee the induction and probation process, liaising with managers as necessary.
- Maintain HR recruitment records and monitor spending, keeping Head of HR informed.

Learning & development coordination (with support from HR Coordinator)

- Support the Head of HR to conduct Training Needs Analysis (TNA) following performance appraisals.
- Research and suggest potential external training and development opportunities to meet TNA requirements.
- Liaise with staff and trainers to coordinate staff attendance on external and internal courses/programmes.
- Ensure all training materials, and arrangements are organised in a timely manner.
- Publicise learning and development opportunities to staff as they arise.
- Assist the Head of HR in evaluating learning and development activities.

HR administration (supporting HR Coordinator)

- Track probation review and annual performance appraisal deadlines and liaise with managers to ensure timely completion and documentation.
- Ensure all leavers and changes to staff contracts are processed in line with the relevant HR checklists.
- Conduct exit interviews with leavers and feedback to Head of HR
- Maintain staff electronic and paper records

General responsibilities applicable to all LFS staff

- Understand and support the vision, mission and values of LFS;
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

PERSON SPECIFICATION

Skills, experience and knowledge	Essential (E) Desirable (D)
Experience of an HR coordination and advisory role	E
Experience of managing recruitment campaigns and providing guidance to managers	E
Conscientious and discreet manner, accustomed to dealing with confidential information	E
A good knowledge of employment law and able to apply to real HR practice	E
Understanding of potentially discriminatory recruitment practices and how to avoid	E
Experience of liaising and negotiating with external contacts to secure favourable terms	E
Experience with candidate shortlisting and sitting on an interview panel	E
Training coordinator experience i.e. liaising with trainers, inviting delegates etc	D
Previously worked in the not-for-profit/HEI sector or arts/film/TV environment	D
Qualifications	
Educated to A level standard (or equivalent qualifications) which sufficiently demonstrate the numeric and written skills required	E
Completed, or working towards, a HR related qualification	E
Skills and personal attributes	
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to work autonomously and to exercise sound judgement	E
Able to find pragmatic solutions, seek improvements, and adapt to changing situations	E
Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Confident liaising and building rapport with staff/contacts of all levels of seniority	E
Ability to prioritise, multi-task and work in a fast-paced environment	E
Able to be discrete and professional and trusted with sensitive information.	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems	E
Proven administrative skills, and experienced using databases in line with GDPR	E
Well organised, analytical and confident managing variable workloads	E
Able to use common sense, initiative, pragmatic solutions, seek improvements, and adapt	E
Personal attributes	
Willingness to work flexibly and helpful attitude	E
Positive “can do” approach and willingness to support others where needed	E
Comfortable working as part of a small team with minimal supervision	E

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