

Job Description

Job Title	HR Advisor
Reports to	HR Manager

Role Purpose and Summary

This is a Group role covering Watkin Jones Group and Fresh. The role sits within the HR / People function and plays an important part in managing employee relations within the business.

The role focusses on supporting managers in dealing with employee related issues through the employee life cycle from recruitment through to leavers but with a significant requirement on administration of the data and records.

The HR Advisor supports the HR Manager in ensuring that the business is legally compliant and aware of risks associated with people actions, including (but not limited to):

- Disciplinary & Grievance
- Performance management
- Capability
- Absence management
- Pay and conditions
- Management Information

The HR Advisor will be required to partner with outsourced services to deliver efficient and effective systems to support the role. Administrative duties in relation to system information will be required.

Core Objectives – Specific Expectations of the Role

- Supporting managers with full employee life cycle (recruitment through to leaver), providing guidance and clarity and representing HR in meetings with employees
- Support with all incoming ER issues, responding to incoming emails and phone queries from managers and employees
- Maintain casework records, including production of meeting minutes and letters on behalf of managers
- ensuring compliance with company policy for all disciplinary and grievance procedures
- Supporting manager with case work, providing options and rationale to support recommendations
- Liaising with outsourced legal support when required and escalating complex issues for clarity and guidance
- Coaching manager to increase their skills and knowledge in ER related issues.
- Managing and co-ordinate monthly payroll when required, to include all salary information and changes.
- Managing external relationship with the payroll teams

- Ensuring all HR data is kept up to date and accurate to enable effective MI reporting
- Ensuring HR system is fully utilised to support all HR activities.
- Using automated processes to support in the administration of HR activities.
- Supporting with administration of employee lifecycle activities (including probation confirmation, variations, salary reviews, attendance records)
- Keeping up to date with all employment law changes
- Other tasks as requested from the HR Team.
- Follow reasonable management instructions

Generic Business Expectations

- Finance & Value for Money
- Security
- Health & Safety
- Learning & Development
- Customer Focus