

Job role	HR/People Advisor (Maternity Cover)
Purpose of the role	<ul style="list-style-type: none"> • To assist the Head of People in providing a comprehensive HR operational service to the business • To provide a high quality administration service and policy advice related to the employee lifecycle including recruitment, induction, appraisal, reward (including outsourced payroll) and employee relations • To provide PA/Secretarial and people management support to the Secretarial Manager and Head of IP Operations in relation to People related processes • To provide confidential admin/minute taking support for key meetings – partner/management meetings, formal and informal people meetings.
Reports to	Head of People with dotted line reporting to the Secretarial Manager and Head of IP Operations (for people related administrative support)
Key Internal Relationships	Management Committee, Operational Committee, Executive Secretaries
Key External Relationships	3rd party HR service providers including training companies, recruitment consultants and the outsourced payroll provider
Key Responsibilities	<p>People Processes</p> <p>Recruitment/New Joiners</p> <ul style="list-style-type: none"> • Co-ordinate the end to end recruitment cycle including the recruitment in-box and candidate administration • Administer the offer process and ensure employment checks are complete • Co-ordinate and administer the induction and probationary process • To lead on the co-ordination and implementation of recruitment campaigns (below manager level in Business Services) – including devising of interview questions, testing and interviewing <p>HR Administration</p> <ul style="list-style-type: none"> • Draft standard letters relating to the employee lifecycle as required, e.g. changes to terms and conditions, maternity/paternity leave acknowledgements, probationary letters, leavers • Use employment law knowledge/resources to draft non-standard letters in line with agreed actions/best practice • Co-ordination of annual HR administration events, e.g. pensions and private health care renewal, appraisal

HR Systems/Payroll

- Updating of the HR database to ensure the information is clean, up to date and accurate and reflects all changes to e.g. terms and conditions, salary, new joiners, leavers etc.
- Input of all sickness absence into the HR database, ensuring it is accurate and up to date
- Co-ordinate the monthly payroll
- Maintaining the HR records/filing systems
- Contribute to the development of the HR systems/processes

HR Advice/Training and Meetings

- Maintaining the HR records/filing systems
- Record minutes/actions at formal HR Meetings and management meetings (including Operational Committee), as required
- Provide advice to line managers on the firm's People Related policies and procedures
- Provide documentation/advice to managers when a member of their team exceeds the sickness threshold level. Deputise for the Head of People during absence in a range of agreed HR advisory tasks
- Co-ordinate training / learning and development activities

Duties to support the Secretarial Manager and Head of IP Operations

- Carry out return to work interviews for sickness absence, escalating issues where required
- Monitor secretarial absence levels, and arrange exceeded threshold meetings when required
- Record minutes at People Related meetings, as required
- Maintaining secretarial objective bank
- Deputise for the Secretarial Manager / Head of IP Operations in a range of People related tasks as required.

Other Duties

- Contribute to People projects as required, and leading on smaller projects or sub projects to support key changes to People Process
- To produce presentation materials to support management meetings/presentations

**Person
Specification****Qualifications/**

- 5+ GCSE's including Maths and English (B grade/level 5 +)
- Essential: Part or fully qualified CIPD (Foundation up to Advanced

Academic Achievement	level) <ul style="list-style-type: none"> Desirable, but not essential are formal Secretarial Qualification and / or degree level qualification
Work experience	<ul style="list-style-type: none"> Proactive diary management Previous experience of working within an HR function with involvement in developing and advising on HR policies and procedures Experience of drafting letters across a range of HR processes Desirable, but not essential, previous experience of using Cezanne HR system
Technical skills	<ul style="list-style-type: none"> Computer literate (including good Excel skills) Experience of using databases and running standard reports Numeracy and analytical skills
Business Skills	<ul style="list-style-type: none"> High levels of accuracy and attention to detail Able to multi-task, prioritise and be highly organized Has organisational sensitivity and is highly confidential Presentation Skills (or a willingness to develop skills)
Behavioural Competencies	<ul style="list-style-type: none"> Excellent interpersonal skills, customer service and a good team player Good communication skills (verbal and written) Flexible, pro-active and results oriented Demonstrates initiative and process improvements Confident and credible Has a commitment to professional and career development
Location	London based office - the role holder will be invited to participate in our agile working trial which includes an option to work from home for part of the week