

**JOB TITLE: HR Advisor**

**LOCATION: Lincoln, plus travel**

**HOURS: Part-time (20 – 24 hours per week)**

**TYPE: Permanent**

**Benefits: Competitive salary, flexible working hours, additional paid leave and holiday buy back scheme, occupational sick pay**

At Amica HR we work with businesses to help reduce stress, cost and time involved with managing their people.

We have an excellent opportunity for an experienced HR Advisor who will be joining a supportive environment working alongside people who are passionate about what they do. We enjoy a great reputation in our field and pride ourselves on providing exemplary service to our clients. We work both on a fully outsourced and a project basis for our clients', so this is a great opportunity to have the best of both worlds.

We are currently experiencing a period of growth and the successful candidate will not only play a key role in providing high quality generalist HR services but also to have a real influence on HR and our clients' business activities.

### **Key Responsibilities**

- Develop and maintain effective relationships with our clients and their employees
- Co-ordinate and manage independently ER casework (up to ACAS early conciliation) in line with the clients' policies and procedures and employment legislation
- Undertake HR and documentation reviews with our clients
- Interpret employment law and guidance to influence in provision, review and update HR documentation as necessary
- Support with client recruitment and selection processes, from identifying the requirement, creating selection processes and supporting the induction of the successful candidate
- Support and deliver Learning and development activities
- Advise on and implement the HR strategy, whilst ensuring that you align HR activities with clients' business strategy

### **Our requirements**

- Dedicated and experienced HR Advisor who is ready to make a real contribution to our team
- Graduate level education or equivalent
- CIPD level 5 or working towards a professional qualification in HR or evidence of career development activities
- At least 3 years of HR Advisory experience

- Thorough knowledge of Employment Law and understanding of current human resources management concepts and practices.
- Completely trustworthy, able to deal with confidential and sensitive information appropriately
- Work well in a fast-paced environment
- Commercially focused and solutions orientated
- Knowledge of HR systems
- Strong project management and organisational skills, with good attention to detail
- Ability and confidence to lead mentor and influence clients
- Sound knowledge of UK employment law and good HR practice
- Be proactive, great attention to detail and have a can-do approach
- Excellent communication skills and interpersonal skills
- Ability to prioritise and work to strict deadlines
- Be able to support the team
- Strong interpersonal skills and a team player.
- The candidate will be expected to travel within Greater Lincolnshire and nationally

Please email your CV to [careers@amicahr.co.uk](mailto:careers@amicahr.co.uk) r. Referees will not be approached without the permission of the candidate first. The closing date for this post is 30<sup>th</sup> April 2020. Screening calls and interviews will be held in W/C 11<sup>th</sup> and 18<sup>th</sup> May 2020. If you haven't heard from us by the 8<sup>th</sup> May 2020, unfortunately on this occasion you have not been selected for interview. However, we thank you for your interest.

Amica HR Limited is an equal opportunity employer and values diversity.