

Amica HR
JOB DESCRIPTION

This job description outlines the key accountabilities of, and output required from, the postholder. It is not a definitive list and the role may well change and evolve over time.

Job title:	HR Advisor
Department/team/location:	Lincoln
Reports to:	HR Manager
Staff responsible for:	N/A
Main purpose of the job:	
Acting as a senior member of the team, this role will provide professional HR support to a range of clients and their employees, on the full range of employment issues arising from the employment life cycle.	
Key tasks and responsibilities:	
<p>General:</p> <ul style="list-style-type: none"> • Supporting the HR Manager, Directors and clients with complex HR cases, including reviewing and developing relevant Policies and Procedures and providing advice in relation to employee performance, conduct and absence management. • Interpreting and notifying clients and their employees on changes in employment legislation. • Advising on issues such as, working conditions, equal opportunities, performance, management, absence management, and disciplinary procedures. • Advising on pay including employee benefits and promotion and other issues on remuneration. • Supporting clients with the preparation and conducting of staff consultations and employee relations case hearings as necessary • Creating and updating employment contracts, personnel files and other employee information, including advising on terms and conditions where needed. • Delivering training and development programmes, seminars and events. • Supporting clients with salary reviews, negotiating on issues regarding pay and conditions with staff and representatives. • Providing advice on electronic HR systems, using the reporting tools and maintaining staff related records. • Ensuring that clients receive an accurate and timely assistance in response to HR queries, meeting the team key performance indicators. • Preparing and reporting on key metrics in relation to HR data. • Acting as an ambassador for the company and promoting good relations with existing and potential clients. • Researching and recommending performance evaluation methods (e.g. employee appraisal systems) • Assisting in organising employer branding initiatives • Supporting junior team members with recruitment campaigns, including creating and developing job descriptions, preparing advertisements, screening application forms, short-listing the candidates, interviewing and selecting them. 	

- Assisting the HR Manager and Directors with the promotion of company activities through a variety of marketing tools and providing general administration support to the business.
- Undertaking of any additional duties as required.

Practical requirements:

Job holder will be required to visit client sites on a frequent basis, within the region and occasionally nationally, with reasonable notice.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Job description prepared by:

Suzanne Tricker

Date:

April 20