

Job description – HR Adviser

Job purpose	As the HR Adviser, you will be responsible for delivering the full range of HR services. You will develop effective working relationships to support the Partners in achieving the Firm's growth strategy and cultivating a positive work environment. You will maintain the HR landscape across the Firm, including ensuring that documents and policies are up to date and compliant.
Reports to	People Partner
Accountable to	Partners of the Firm
Hours	25-35 hours. Minimum of 4 days/week
Location	Office: 112 Street Lane Leeds LS8 2AL (if working 5 days, 1 can be remote).

Job Summary

Main Duties and Responsibilities

1. Providing high quality HR advice to Management and the Partners on the full range of HR issues and ensuring up to date HR knowledge.
2. Building relationships with senior leaders and management across the Firm to develop a thorough understanding of their work and offer relevant solutions.
3. Maintaining a good understanding and up-to-date knowledge of the legal framework in which HR operates, including reviewing the Firms' HR processes, policies and employment contracts to ensure they are fit for purpose, compliant, relevant and reflect the Firms' values.
4. Managing and advising on all employee relations issues which arise, including overseeing any disciplinary and grievance matters, dealing with sickness absence, undertaking performance management, organisational change and training and development.
5. Managing the Firm's recruitment and on-boarding processes, including writing job specifications, advertising vacancies, interviewing and undertaking the administration involved in on-boarding and induction for new starters.
6. Maintaining the Firm's HR system, including management of holidays, sickness and other absences, including preparing HR reports for the Partners on demographics and trends.
7. Advising on any developments of the Firm's reward and recognition policies.
8. Supporting with payroll, including managing pension documentation and salary sacrifice, where required.
9. Any other duties as required to help with the smooth running of the Firm.

Additional Information

- You will be a role model and be expected to promote the values of the Firm, including always maintaining the utmost professionalism and confidentiality.
- You must be aware of and comply with legislation surrounding data protection, health and safety and equal opportunities.
- You will work collaboratively across all departments within the Firm to provide a seamless service.

Key Skills and Experience required

- Minimum CIPD level 3 is essential, level 5 preferred
 - Thorough understanding of all key HR policies and current employee legislation
 - Previous work experience in a similar role
 - Experience of working with a high level of autonomy
 - Excellent communications skills, verbal and written
 - Strong IT skills
 - Previous experience within a law firm or professional services environment is desirable
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