

HR Advisor – Shared Services

Job Title:	HR Advisor
Department:	Human Resources
Reporting to:	HR Shared Services Manager
Responsible for (staff):	N/a
Location:	Upminster
General Purpose of Role:	The Human Resource Advisor is responsible for delivery of a full range of HR services to Arcus. The HR Advisor will support the Shared Service Team and HR Business Partners in delivering a professional, effective and proactive HR advisory service.

ACCOUNTABILITIES

- To provide HR advice and support managers on HR related matters across the business.
- To undertake all necessary duties of a HR Advisor in relation to disciplinary, grievance, TUPE, absence, capability, change management, terms and condition changes, policies, procedures and processes.
- Provide advice and guidance on relevant terms & conditions of employment, employment related policies, procedures and practice across all business areas to both colleagues and managers.
- Provide information and guidance on the relevant benefit packages for colleagues.
- Develop, monitor, and review HR policies and procedures to ensure legal compliance.
- Support with mobilisation plans (in conjunction with Managers and other HR colleagues) for TUPEs “in” and support with any exiting colleagues for any TUPEs “out”.
- Provide support for the delivery of the HR team strategy and objectives.
- Attend and contribute to cross business meetings/activities as required.

KNOWLEDGE AND SKILLS

Specific Qualifications:

- CIPD Level 5 Diploma or equivalent

Experience

- Previous experience of working as a HR generalist for a remote 24/7 colleague population.
- Experience in change management

Knowledge

- Accustomed to working in a challenging fast paced environment, whilst working on multiple projects simultaneously to specific deadlines.
- Meticulous attention to detail, with excellent organisational and planning skills – able to work to tight time constraints.
- Proficient IT skills and familiarity with business software such as Microsoft Office.
- An excellent communicator, both verbal and written.

Skills Competence

- Sound, up to date knowledge of UK employment law.
- Experience of collating, analysing and evaluation of information.
- Able to build and maintain relationships with a wide range of people gaining credibility at all levels.
- Able to challenge current practices in a constructive manner.

VALUES & BEHAVIOURS

Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

OTHER FACTORS

- The post holder must be able to work flexibly, as determined by business requirements this may involve travelling to other Arcus offices or client's premises